

Overhills High School



Student Handbook

2020-2021

2495 Ray Road

Spring Lake, NC 28390

Phone: (910)436-1436 Fax: (910)436-0413

Website: <https://www.harnett.k12.nc.us/ohhs>

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WELCOME JAGUARS!

Welcome to the 2020-21 school year! Your student handbook is designed to keep you informed of school and district policies, procedures, and expectations. Students are expected to govern themselves; including, their behavior in the building, based on expectations outlined in the Student Handbook. If you misplace your Student Handbook, an additional copy may be obtained from the School Receptionist.

At Overhills High School, we remain committed to each student achieving success. Student failure is not an option! Achievement and success is the expectation for all students. Faculty and staff members are dedicated to helping you reach your college and career goals. We encourage you to tackle your challenges and achieve at the highest levels in each of your classes on a daily basis. Remain committed to working hard and becoming the best student that you can be!

Overhills High School Administration

Christopher Pearson, Principal

Assistant Principals

Meagan Culbertson

Suzanne Sell

Dawn Young

Amy Caulder-Church, Instructional Coach

School Address:

Overhills High School

2495 Ray Road

Spring Lake, North Carolina 28390

(910)436-1436 Main Office/ (910)436-0413 Facsimile

Website: <https://www.harnett.k12.nc.us/ohhs>

Harnett County Board of Education

Mr. Eddie Jagers, Chair

Mr. Don Godfrey, Vice Chair

Mr. William Morris

Dr. Aaron Fleming, Superintendent

Mr. Jason Lemmons

Mrs. Vivian Bennett

Mr. Charlie Bullock, Board Attorney

Overhills High School Administrative Assistants and Support Personnel

Position	Name	Extension
Executive Assistant to the Principal	Kim Lee	Ext. 5119
School Bookkeeper/Treasurer	Hayley Andersen	Ext. 5125
School Receptionist	Leah Hunt	Ext. 5115
Registrar	Kirsten Foth	Ext. 1104
PowerSchool Data Manager	Maria Smith	Ext. 1106

Overhills High School Student Services

Counselor Name	Student's Last Name	Extension
Celina McGee	A-C	1109
Jocelyn Williams	D-H	1110
Natalie James	H-M	1107
Alice O'Kelley	N-Sk	1111
Amber Nibe	SI-Z	1108

Frequently Used Extensions

Position	Name	Extension
Athletic Director	Dawn Young	4225
Career Development Coordinator	Audra Henry	2203
Student Advocate	Mary Holt	3209
School Nurse		5121
School Social Worker		4204
School Resource Officers		5114

Section 1: Schedule, Alma Mater, Mission, Vision, & Beliefs
Overhills High School
Bell Schedules

2020-2021

Study Hall (in 1st period classrooms)	7:30-8:00	LUNCH SCHEDULE** *Lunches will be delivered to classrooms	
1st Period	8:00-9:25	ALL CLASSES HAVE INSTRUCTION	11:00-11:30
2nd Period	9:30-10:55	1st Lunch	11:30-11:55
3rd Period (and lunches)	11:00-12:5	2nd Lunch	12:00-12:25
4th Period	1:00-2:30	3rd Lunch	12:30-12:55

2-hour Delay Schedule

1st Period (be flexible with latecomers) *Remote learners sign in at 9:30	9:30-10:30	2-hour Delay Lunch Schedule	
2nd Period	10:35-11:35	1st Lunch	11:45-12:10
3rd Period (and lunches)	11:40-1:35	2nd Lunch	12:15-12:40
4th Period	1:40-2:30	3rd Lunch	12:45-1:10 (Return to 3rd Period)

3-hour Delay Schedule

1st Period (be flexible with latecomers) *Remote learners sign in at 10:30	10:30-11:15	3-hour Delay Lunch Schedule	
2nd Period	11:20-11:40	1st Lunch	11:50-12:15
3rd Period (and lunches)	11:45-1:40	2nd Lunch	12:20-12:45
4th Period	1:45-2:30	3rd Lunch	12:50-1:15 (Return to 3rd Period)

Early Release Schedule

1st Period (be flexible with latecomers) *Remote learners sign in at 7:30	7:30-8:30	Early Release Lunch Schedule	
2nd Period	8:35-9:05	1st Lunch	9:15-9:40
3rd Period (and lunches)	9:10-10:55	2nd Lunch	9:45-10:05
4th Period	11:00-11:30	3rd Lunch	10:10-10:35 (Return to 3rd Period)

OVERHILLS HIGH SCHOOL MISSION, VISION, AND BELIEFS

MISSION

To empower our students by providing them with the tools and support necessary to be successful in the 21st century.

VISION

To develop global citizens who are confident and creative problem solvers.

BELIEFS

The faculty, staff and administration at Overhills High School believe that ALL students can learn and achieve at high levels, and that highly effective teaching strategies coupled with consistent and supported student effort are the essential ingredients for outstanding student achievement.

Overhills High School Alma Mater

*Hail, to our dear alma mater,
Overhills, we stand for you!
We gather as one body,
Empowered with pride that's true.
As we journey through your hallways,
May our mission ever be:
To encourage every student, here,
To be the best that they can be.*

*Chorus:
Overhills! Oh, Overhills!
We roar with pride for thee,
To carry forth with honor, still,
Your enduring legacy!*

Tune Composed by: Mr. Steven Church, Chorus Teacher
Lyrics by: Mr. Steven Church, Chorus Teacher and Dr. Kylon Jerome Middleton
July 23, 2012

Section 2: Academics

NORTH CAROLINA and HARNETT COUNTY GRADUATION REQUIREMENTS

CONTENT AREA	For Ninth Graders Entering in 2012-13 and Later	For Ninth Graders Entering in 2000 and Later
	FUTURE-READY CORE	OCCUPATIONAL Course of Study
English	4 Credits English I, II, III, IV	4 Credits Occupational English I, II (including Eng II EOC), III, IV
Mathematics	4 Credits Math I, Math II, Math III, and a 4th Math Course aligned with the student's post high school plans.	3 Credits OCS Math I (Intro to Math), OCS Math II (OCS Math I – Math A including Math I EOC), and OCS Math III (Financial Mgmt)
Science	3 Credits A Physical Science course, Biology, Earth/ Environmental Science	2 Credits OCS Life Sci I: Applied Science and OCS Life Sci II: Biology (including Bio EOC)
Social Studies	4 Credits American History: TFP Civics and Economics, American History I and American History II, and World History**** (or AP US History and an additional social studies course*****)	2 Credits OCS Social Studies I (Gov/ American Hist) and OCS Social Studies II (Self-Advocacy/ Problem Solving)
Second Language	4-year college admission requires minimum 2 credits of same language.	Not required.
Health and Physical Ed.	1 Credit Health/Physical Education	1 Credit Health/Physical Education
Electives or other requirements <ul style="list-style-type: none"> ● Career/Tech ● JROTC ● Arts Education (Dance, Music, Theatre Arts, Visual Arts) 	10 Credits Required combination of electives as follows:	12 Credits Occupational Prep I, II, III, IV** Elective credits/ completion of IEP objectives/ Career Portfolio required
	2 Elective credits of any combination from either: <ul style="list-style-type: none"> – Career and Technical Education (CTE) – Arts Education – Second Languages 4 Elective credits strongly recommended (four course concentration) from one of the following: <ul style="list-style-type: none"> – Career and Technical Education (CTE) – JROTC – Arts Education (e.g. dance, music, theater arts, visual arts) – Any other subject area (e.g. mathematics, science, social studies, English) 	4 Credits Career/ Technical Education electives
Additional Requirements	<ul style="list-style-type: none"> ● Local attendance requirements. ● Successful completion of state-mandated assessments (Algebra I EOC, Biology EOC, and English II EOC, PLAN, ACT, Work Keys for CTE Completers, etc.) <u>including</u> students in the Occupational Course of Study. ● Career Portfolio required for students in the Occupational Course of Study. 	
Total	26 Credits plus any local requirements (NOTE: 28 credits were required prior to June 2011.)	
<p>** Completion of 300 hours of school-based training, 240 hours of community-based training, and 360 hours of paid employment.</p> <p>*** Examples of electives include JROTC and other courses that are of interest to the student.</p>		

***** A student who takes AP US History instead of taking American History I and American History II must also take an additional social studies course in order to meet the four credits requirement.

HARNETT COUNTY CAREER DEVELOPMENT PLAN CLUSTERS

Foundation Courses: Students need four units to be a concentrator. Depending on the student's interest, they can take Level I and II Foundation Courses and two Enhancement Courses. A student may take four Foundation Courses – Example: Introduction to Culinary Arts & Hospitality I (1 credit), Culinary Arts & Hospitality I (1 credit), and Culinary Arts & Hospitality II* (2 credits) and no Enhancement Courses.

Agriculture, Food & Natural Resources	Architecture & Construction	Arts, AV Technology & Communications	Business Management & Administration	Finance	Health Science	Hospitality & Tourism
Foundation Courses Agri. Appl. Animal Science I Animal Sci. II--Small Animals* Horticulture I Hort. II – Landscaping* Agr. Mech. I, II* Envir. & Nat. Res. I Envir. & Nat. Res. II* Teen Living Personal Finance (BFIT, FACS & MEE) Foods I Foods II-Enterprise*	Foundation Courses Core-Sustainable Construction Carpentry I, II, III* Elec. Trades I, II*, III Masonry I, II*, III Drafting I, II* – Archit. and Drafting III – Archit. Teen Living Personal Finance (BFIT, FACS & MEE) Prin. of Bus. & Fin. (BFIT & MEE) Interior Design I, II* Interior App.	Foundation Courses Multimedia & Webpage Design Teen Living Marketing Apparel I (FACS & MEE) Apparel II – Enterprise* Entrepreneurship I (BFIT & MEE) Scientific & Technical Visualization I Microsoft Word, PowerPoint, & Publisher	Foundation Courses Accounting I Accounting II* Microsoft Word, PowerPoint, & Publisher Principles of Business & Finance (BFIT & MEE) Business Law* Entrepreneurship I* Entrepreneurship	Foundation Courses Accounting I Accounting II* Entrepreneurship I (BFIT & MEE) Business Law Principles of Business & Finance (BFIT & MEE) Personal Finance (BFIT, FACS & MEE) Microsoft Excel & Access	Foundation Courses Health Team Relations Health Sciences I Health Science II* Nursing Fundamentals (2 credits) Pharmacy Technician	Foundation Courses Foods I Intro. to Cul. Arts & Hosp. (1 credit) Cul. Arts & Hosp. I (1 credit) Cul. Arts & Hosp. II*(2 credits) Marketing I Sports & Entertainment Marketing I Sports & Entertainment Marketing II* Entrepreneurship I (BFIT & MEE)
Enhancement Courses Microsoft Excel & Access Microsoft Word, PowerPoint, & Publisher Culinary Arts & Hosp. I Prin. of Business & Fin. (BFIT & MEE) Marketing Entrepreneurship I Adv. Studies	Enhancement Courses Marketing Entrepreneurship I (BFIT & MEE) Microsoft Word, PowerPoint, & Publisher Microsoft Excel & Access Agr. Mech. I Multimedia & Webpage Design Apparel I CTE Advanced	Enhancement Courses Microsoft Excel & Access Interior Design I Personal Finance (BFIT, FACS & MEE) Prin. of Bus. & Fin. (BFIT & MEE) Interior Design I CTE Advanced Intro to Broadcasting Broadcast Speech I Audio/Radio Product. I Audio/Radio Product. II Radio Performance I	Enhancement Courses Marketing Strategic Marketing Personal Finance (BFIT, FACS & MEE) Microsoft Excel & Access CTE Advanced Studies Multimedia and Webpage Design	Enhancement Courses Microsoft Word, PowerPoint, & Publisher Marketing Strategic Marketing CTE Advanced Studies	Enhancement Courses Marketing Entrepreneurship (BFIT, (MEE) Microsoft Word, PowerPoint, & Pub. Microsoft Excel & Access Foods I Parent & Child Dev. Prin. Of Bus. & Fin. (BFIT & MEE) Personal Fin. (BFIT, FACS, MEE)	Enhancement Courses Microsoft Word, PowerPoint, & Publisher Microsoft Excel & Access Personal Finance (BFIT, FACS & MEE) Principles of Business & Finance (BRIT & MEE) Multimedia & Webpage Design
Human Services	Manufacturing	Marketing	Science, Technology & Mathematics	Transportation, Distribution & Logistics	Information Technology	Law, Public Safety, Corrections & Security
Foundation Courses Teen Living Personal Finance (BFIT, FACS, & MEE) Parent & Child Development	Foundation Courses Metals Manufacturing Technology I Metals Manufacturing Technology II* Electronics I Electronics II Electronics III Principles of Business & Finance (BFIT & MEE)	Foundation Courses Marketing Strategic Marketing Principles of Business & Finance (BFIT & MEE) Entrepreneurship I* (BFIT & MEE) Entrepreneurship I* (BFIT & MEE)	Foundation Courses Drafting I Technology Engineering & Design Scientific & Technical Visualization I Scientific & Technical Visualization II* Principles of Tech. I Principles of Tech. II*	Foundation Courses Auto Service, Auto Brakes, Automotive Computer System Diagnostics* Auto Electrical, Auto Advanced Electrical* Entrepreneurship I (BFIT & MEE) Strategic Marketing Marketing Electronics I	Foundation Courses Multimedia & Webpage Design (BFIT & T&I) Principles of Business Finance (BFIT & MEE) Microsoft excel and Access Computer Programming I and II*	Foundation Courses Introduction to Public Safety Fire Fighter Technology I Fire Fighter Technology II* Fire Fighter Technology III
Enhancement Courses Microsoft Word, PowerPoint, & Publisher Microsoft Excel & Access Foods I Entrepreneurship I (BFIT & MEE) CTE Advanced Studies Cosmetology Concepts IA Cosmetology Concepts IB Salon IA Salon IB	Enhancement Courses Microsoft Word, PowerPoint, & Publisher Microsoft Excel & Access Agriculture Mechanics I Personal Finance (BFIT, FACS & MEE) Entrepreneurship I (BFIT & MEE) Multimedia & Webpage Design Marketing	Enhancement Courses Microsoft Word, PowerPoint, & Publisher Microsoft Excel & Access Personal Finance (BFIT, FACS & MEE) Business Law Apparel I Advanced Studies Multimedia & Webpage Design	Enhancement Courses Microsoft Word, PowerPoint, & Publisher Microsoft Excel & Access Horticulture I Personal Finance (BFIT, FACS & MEE) Entrepreneurship I (BFIT & MEE) Prin. of Bus. & Fin. (BFIT & MEE) Multimedia & Webpage	Enhancement Courses Microsoft Word, PowerPoint, & Publisher Microsoft Excel & Access Agriculture Mechanics I Personal Finance (BFIT, FACS & MEE) Principles of Business & Finance (BFIT & MEE) CTE Advanced Studies	Enhancement Courses Microsoft Word, PowerPoint, & Publisher Microsoft Excel & Access Personal Finance (BFIT, FACS & MEE)	Enhancement Courses Microsoft Word, PowerPoint, & Publisher Microsoft Excel & Access Principles of Business & Finance (BFIT & MEE) CTE Advanced Studies Criminology Juvenile Justice Court Procedure & Evidence

Cosmetology Concepts IIA Cosmetology Concepts IIB Salon IIB	CTE Advanced Machining Tech. I Blueprint Reading Blueprint Reading: Mechanical		Design Adv. Studies	Criminology Juvenile Justice Court Procedure & Evidence Victimology		Victimology
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NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM (Revised 2009)	
Students who complete the requirements for an academically challenging high school program will be named North Carolina Academic Scholars and will receive special recognition. In July 2009, the State Board of Education revised the Academic Scholars Program requirements to bring them into alignment with Future Ready Core graduation requirements. These requirements are in effect for students who enter the ninth grade for the first time in or after 2009-2010. (Policy GCS-L-003)	
Credits	<p>Students must:</p> <ul style="list-style-type: none"> begin planning for the program before entering grade 9 to ensure they obtain the most flexibility in their courses, complete all the requirements of this North Carolina Academic Scholars Program, have an overall four-year, un-weighted grade point average of 3.5, and complete all requirements for a North Carolina high school diploma.
4	English Language Arts I,II,III,IV
4	Mathematics (Algebra I, Algebra II, Geometry, and a higher level math course with Algebra II as prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as prerequisite)
3	Science (a Physics or Chemistry course, Biology, and an Earth/Environmental Science course)
3	Social Studies (World History, Civics/Economics, and U.S. History)
2	Languages other than English (two credits of the same language)
1	Healthful Living
6	Two (2) elective credits in a second language required for the UNC System Four (4) elective credits constituting a concentration recommended from one of the following: Career and Technical Education (CTE), JROTC, Arts Education, Second Languages, any other subject area
3 (or 2 + NCGP)	Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: -AP -IB -Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses NOTE: One credit may be replaced by the Completion of The North Carolina Graduation Project (2 + NCGP)
24	Note: These 24 credits are part of the 26 required for HCS graduation.

POST-SECONDARY EDUCATION / ADMISSIONS REQUIREMENTS

Any student who plans to continue his/her education beyond high school in a technical school, community college, or four-year college or university should select courses that will meet the admissions requirements of that institution. The admissions requirements of colleges and universities differ widely, so it is important that the student determine admissions requirements for the school in which he/she is interested. Information for this purpose is available in the school Student Services office, the high school media center, the admissions office of specific post-secondary schools, and through the www.cfnc.org online resource.

MINIMUM ADMISSIONS REQUIREMENTS AT THE 16 CAMPUSES OF THE UNIVERSITY OF NORTH CAROLINA

To enroll in any one of the 16 public universities that make up the University of North Carolina, undergraduate students must meet specific requirements. For the Class of 2005 and beyond, the following courses will be required for admission, in addition to an institution's own specific requirements:

- In **English**, four course units emphasizing grammar, composition, and literature;

- In **mathematics**, four course units including Math I, Math II, Math III or a higher-level mathematics course for which Math III is a prerequisite. Beginning in the fall of 2006, college freshmen are required to have taken 4 units of mathematics including Math I, Math II, Math III, and an additional higher-level math. The fourth math must be AP Calculus, AP Statistics, Pre-Calculus, Discrete Math, IB Math Level IV, Integrated Math IV, or Advanced Functions & Modeling.
- In **science**, three course units including:
 - At least one unit in a Life or Biological science (for example, Biology)
 - At least one unit in a physical science (for example, Physical Science, Chemistry, Physics)
 - At least one laboratory course (Biology, Chemistry, Physics)
- In **foreign languages**, at least two units of a language other than English;
- In **social studies**, two course units including one unit in US History and one unit in Civics & Economics
- In addition, it is recommended that a student take one upper-level math course in 12th grade.

Students should be aware that these are minimum general requirements for most colleges and all public universities in the UNC System. Most data available appear to indicate that colleges are increasingly seeking the most qualified applicants, and that serious students who wish to maximize their chances for admission to the college of their choice should take **additional academically rigorous courses.**

The University of North Carolina

*Appalachian State University	*University of North Carolina/Asheville
*East Carolina University	*University of North Carolina/Chapel Hill
*Elizabeth City State University	*University of North Carolina/Charlotte
*Fayetteville State University	*University of North Carolina/Greensboro
*North Carolina A&T State University	*University of North Carolina/Pembroke
*North Carolina Central University	*University of North Carolina/Wilmington
*North Carolina School of the Arts	*Western Carolina University
*North Carolina State University at Raleigh	*Winston-Salem State University

Note: Individual constituent institutions may require other courses in addition to the minimum requirements.

SAT and ACT

High school students should take the Scholastic Aptitude Test (SAT) or American College Test (ACT) either in their junior year or in the fall of their senior year. **(NOTE: All juniors will take the ACT as part of the state accountability program effective 2012 and beyond).** It is recommended that juniors planning to attend college take the SAT or ACT at least twice prior to their senior year. Scores are forwarded directly to the admissions officer at the colleges of your choice.

Students unable to pay the testing fee may request a waiver provided by The College Board or American College Testing Program from the Student Services department. To determine admission to a college/university, the admissions committee considers the applicant's high school courses, grades, class rank, grade point average (GPA), SAT or ACT scores, extracurricular activities, and recommendations.

PREPARING FOR COLLEGE: A TIMETABLE

All students will graduate from a rigorous, relevant academic program that equips them with the knowledge, skills and dispositions necessary to succeed in both post-secondary education and 21st Century careers and to be participating, engaged citizens. Academic rigor and relevance are based on established expectations that ensure that all students develop

the capacity to master content that is complex and challenging. In this environment, school Student Services counselors including; teachers and administrators in the middle and high school settings:

- Shall provide guidance and information to students about course selections and requirements prior to ninth grade;
- Shall know and understand the number and nature of credits required for college entrance;
- Shall encourage ninth grade students to complete these requirements in less than four years where feasible and appropriate;
- Shall help students to set up schedules that promote their early completion (within three years) of requirements for college entry, to the extent appropriate for the individual student as they assist and advise ninth grade students in annual/semester course selection and in career planning activities;
- Shall inform students about opportunities to accelerate completion of graduation requirements and early college entrance opportunities;
- Shall provide information in such settings as orientation sessions, class and grade-level meetings, small group settings, and/or one-to-one sessions; and
- Shall distribute and explain this information to school staff and parents.

(Source: Policy GCS-L-006 for Adequately Informing Ninth Grade Students about Accelerated Preparation for College Entry)

Preparing for college is a process that should begin long before your senior year in high school. There are things that should be done during all four years of high school. The following is a guide to assist you in planning and to help you accomplish your goal of entering the college of your choice.

9th GRADE

Think seriously about colleges you would like to attend. Write to them and/or visit Student Services to learn about the specific academic requirements for admission. Then plan your high school coursework accordingly. The website www.cfnc.org is most helpful for college planning. It is very wise to develop a four-year course of study that shows all of the courses you plan to take during high school. A thoughtful plan ensures that you will not be “caught short” at the end of your senior year. Your freshman year is a good time to begin to get involved in some school and club activities. Since you may not be with your very closest middle and elementary school friends, this is an excellent opportunity to meet new people and develop new interests that may last a lifetime. Choose activities you like best and work to be a good member of the team or club. Be careful, however, not to get involved with too much too fast. You may spread yourself too thin. Next spring, you should select rigorous courses that meet both graduation and college admission requirements.

10th GRADE

Your primary efforts in 10th grade should be to work hard, learn all that you can, and make the very best grades you are capable of making. If you are taking, or have taken Math II, you should take the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT) at no charge. These additional practices should strengthen your test-taking skills as you prepare for the SAT (Scholastic Assessment Test). Continue to seek leadership opportunities in the school and community. Get to know your Student Services counselor. Check with your counselor to make certain your selection of courses for the junior year fits your future plans and academic abilities. All 10th graders will take the PLAN test at the beginning of the year. This provides an outline for high school planning purposes.

11th GRADE

Near the beginning of the year, you should begin to narrow your choices to four or five colleges that have what you are looking for in courses, location, and extracurricular activities. Make sure that the colleges offer the major you wish to pursue. Throughout the year, many college representatives visit our school to talk with students, so plan to take advantage of these opportunities. During your first semester, write to colleges on your list and ask about admission requirements and

financial aid. Be sure to ask about “merit aid” as well. Continue to work with your counselor more closely and do some research into scholarships. Make certain you take the PSAT in the fall and the SAT or ACT at least twice in the spring. **(NOTE: All juniors will take the ACT as part of the state accountability program effective 2012 and beyond).**

When spring registration is held, sign up for academically rigorous courses. College admission is competitive, and what you are taking your senior year will show up on your transcript. As you plan your senior schedule, check graduation requirements to be sure you are taking the courses for the colleges or jobs in which you are interested. You should also plan to take the SAT or ACT once or twice before the end of your junior year. By the summer of your junior year, you should try to reduce your list of potential colleges to three or four. You and your family should try to schedule time during the summer to visit campuses to check college dormitories, dining halls, student unions, extracurricular activities, and sports that interest you.

12th GRADE

Sign up to take the SAT or ACT again this fall - you may do even better this time. The ACT can be used as an alternative to the SAT. Consult your counselor for more information. By **September**, select colleges to which you plan to apply and write for application forms and financial aid information. Check with the Student Services Department and in your “Senior Guidelines” booklet often for scholarship information. Update your list of honors and extracurricular activities for your application.

In **September and October**, complete college applications. If you are required to submit written recommendations, solicit them from counselors, teachers, and people in the community. The first deadline for many colleges for early admission is October or November. Many state-supported colleges request that applications be mailed during these months for early admission, and they sometimes fill their quota early. Therefore, if you are applying to a state-supported college, it is strongly advised that you apply early.

By **January**, call admissions offices of schools to which you have applied and ask if they have received everything needed to process your application for admission or for scholarships. Most colleges will send confirmation that all materials have been received. Along with your parents, plan to attend a financial aid workshop offered by a local high school and/or college. These workshops are usually given by the end of January or first of February. Notify the college or school you are planning to attend. Also notify those colleges that accepted you that you will not be attending them. Keep working hard to maintain your good academic standing! Upon receiving your final transcript, colleges can rescind your acceptance and/or scholarships and grants if your performance is not adequate at the end of the year. The Student Services department keeps an updated file on most colleges in North Carolina and can obtain information for you on out-of-state schools, plus information on North Carolina colleges is always available at www.cfnc.org.

Section 3: School Attendance

Student achievement is directly related to attendance at school. It is essential that students attend school daily, arrive on time and remain throughout the school day, attending every class. Excused absences will be granted for illness, medical appointments, death in family, religious observance, court appearance or prior approved education travel, or any school sponsored activities (including field trips, athletic contests, student conventions, musical festivals, etc.). All other absences will be unexcused.

Overhills High School Attendance Procedures:

Student Attendance

Detailed in the North Carolina General Statutes are guidelines which have been established for student attendance and absences. Attendance is a requirement for promotion and/ or course credit. **Students must attend eighty-three days of**

each ninety day term in order to receive one unit of credit for each course in which you are enrolled. No student who misses all or any portion of a school day, unless excused by the principal, **shall not** be permitted to participate later that day or that evening in any extracurricular or school-sponsored, authorized or related activity or event.

Failure to attend at least forty-five minutes of a class constitutes an absence. Students previously enrolled in the district and those residing in the state who are entering school for the first time shall be counted absent without excuse (for promotion/credit consideration) for each day missed due to late enrollment. All absences are defined as excused or unexcused.

I. Excused Absences- (North Carolina General Statutes § 115C-379; Harnett County School Board Policy Code 4400)

Per state and district law/policy, excused absences have been defined as follows:

1. Personal illness or injury which makes the student physically unable to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Emergency medical or dental appointment or such an appointment which has been approved by the principal;
5. Participation under subpoena as a witness in a court proceeding or if the student is a party to the action of a court or administrative tribunal;
6. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
7. Participation in a valid educational opportunity, such as travel, with prior approval by the principal; or
8. Absence due to pregnancy and related conditions or parenting, when medically necessary.

All student absences for such school activities must have the prior approval of the principal. Approved activities include state and national competitions and ceremonies honoring outstanding students. **(Note: Approved field trips, students late due to bus problems, and students assigned to in-school suspension programs are not considered absent from school).**

II. Unexcused Absences –(North Carolina General Statutes § 115C-379; Harnett County School Board Policy Code 4400)

Per state law and HCS district board policy, unexcused/unverified absences are determined per the discretion of the school, and have been defined as follows:

1. Students absent from school without the prior knowledge of the parent.
2. Students absent from school without acceptable cause with parental knowledge. For example, a family vacation is defined as an unlawful/unverified absence.
3. Students suspended from the school bus and not reporting to school.
4. Parental notes for student illnesses in excess of **five (5)** days which cannot be substantiated by medical statements.
5. Students absent from class as a result of extracurricular activities not approved by school administration.
6. Routine appointments for medical, dental, or counseling services once a student has exceeded **five (5)** absences per term course.

Student Absences:

All excuses for absences must be documented in writing in the Attendance Office. It is the responsibility of the student to bring in a note from a parent or physician confirming the reason for the absence. All business with the Attendance Office must be conducted outside of class hours (before school).

Submission of Attendance Documentation (Early Dismissal):

Students are expected to attend all classes each day of the school year except when medical and family emergencies occur. The parental request for a student's early dismissal is not an excuse for an absence. The student should bring the appropriate documentation back upon his/her return to school. For example, a doctor's appointment should include a note from the doctor's office, or a court appearance should include a court note. In cases where a student must leave before the end of the school day, please adhere to the following procedures:

1. A student should present a note written by a parent/guardian for early dismissal to the Front Office before school begins. Notes presented after the beginning of first period may not be honored.
2. Each note should include the student's full name, signature of a parent/guardian, date, reason for dismissal, and a phone number where the parent/guardian can be reached for verification of the early dismissal request.
3. Dismissal notes for the end of class periods are encouraged to avoid class interruptions.
4. Students who drive to school must sign out at the Main Office before leaving school grounds. Students who do not drive to school must have a parent/guardian sign them out in the Main Office before leaving campus. If a student returns the same day from an early dismissal, he/she must sign back into school through the Main Office immediately upon returning to campus.

(Please note, once a student arrives on campus, he/she is present for the day and shall not leave unless properly dismissed. The student will be given a pass to leave class at the appropriate time to report to the Main Office to meet his/her parent or guardian).

5. Students may not leave campus without securing permission and signing out through the Main Office. **Failure to follow sign out procedures will result in a 2-day out of school suspension for the first offense, a 3-day out of school suspension for the second offense, a 5-day out of school suspension for the third offense, and so on. Drivers will lose their parking privileges for a time determined by administration.**
6. Signing out does not excuse the absence. Students must bring an appropriate note upon returning to school.

Note: Classes will not be interrupted to call a student for early dismissal unless the situation is an emergency. No student who misses all or any portion of a school day, unless excused by the principal, shall be permitted to participate later that day or that evening in any extracurricular or school-sponsored, authorized or related activity or event. Finally, remember that our school day ends at 2:30 p.m.; schedule appointments so that your student does not have to leave school prior to end of day dismissal.

****Early checkout of students is not allowed between 1:45 p.m. and 2:30 p.m.****

Notes for Student Absences- North Carolina General Statute § 1215c-378

All absences will be listed as unexcused until the student petitions the Attendance Office to change the status of the absence by bringing a written note from a parent or guardian including a verifiable excuse. All students should accept responsibility for submitting a note for any absence promptly. Students must bring a note from their parent or guardian with a written explanation for the absence within **three (3)** school days of the return from an absence. After the third day with no note, the absence code will be finalized as unexcused. Students who have unexcused absences may be subject to the denial of credit depending on the total number of absences in that class, and will be considered by administration to be skipping school.

Excuses are valid only for the date(s) of absence(s) and must contain all of the information specified: student's name, parent/guardian's full name, address, telephone numbers where parent/guardian may be reached, date(s) of the absence(s), and an explanation or reason for the absence.

All students who were previously absent, arrived late, or left early from school must be processed by the Attendance Clerk in the main lobby of the school. Notes for absences should be delivered to the Attendance Office before school. Students will receive a re-admit slip which documents the reason for the student's absence. Re-admit slips should be submitted to the student's teacher upon their return to class.

Chronic Illness:

Parents of a student with a chronic illness (one which recurs and may cause the student to miss excessive days) must contact the school as early as possible in the school year so that a medical duress form can be secured and filled out by the medical doctor. School officials may contact the doctor concerning the illness. The written verification of a student's chronic illness by a doctor must be renewed each school year. Verification will go into effect on the date the doctor verifies the condition. Even when the school has verification of a chronic illness, absences must be excused using the standard procedure. The parent must send a note to the Attendance Office specifying whether the absence is directly related to the student's chronic illness.

Credit Denial:

Credit for any course may be denied if a student does not meet attendance requirements. **Credit will be denied regardless of whether absences are excused or unexcused.** **Exceptions** for denial of credit are limited to:

1. Court intervention with appropriate documentation
2. Serious illness (chronic or long term) or a disabling injury with medical documentation
3. Death in the immediate family with appropriate documentation
4. Other extraordinary hardships with appropriate documentation

Class Makeup Time:

Class makeup days for absences may be scheduled each semester. Students may check with their assigned assistant principal or the Overhills High School website for the class makeup schedule. Each of these days will allow a student to make up time for missed class periods and avoid the risk of being denied credit due to excessive absences. The student must be engaged in class work during the entire makeup period. The student is responsible for obtaining appropriate class work from his/her assigned teacher. Any student may be dismissed for not following the directions of the assigned teacher and/or class proctor. **Any student who is dismissed will not receive credit for the time made up.** Students will not be allowed to "bank" days prior to absences. Students with a "FLEX" period at the end of the day will be required to leave campus during 4th period and return to campus after school to make up time.

College Visits:

Overhills seniors and juniors are permitted two college visit days with official documentation and prior approval from the principal. Official college visit forms are available in the Student Services Office or from the student's selected college. These forms should be completed, stamped and signed by college officials. Catalogs, brochures, and parent notes are not sufficient to document an official college visit. **Please note, students are strongly discouraged from planning and/or visiting prospective colleges and universities during established, mandatory testing periods.**

Homebound Instruction:

North Carolina, through the Harnett County School District, provides a minimum of one hour of homebound instruction for each day on homebound status for students who cannot attend classes due to illness, injuries, or pregnancy. Any deviation from this policy or change in student schedule will be determined during the initial homebound placement.

The instruction application may be obtained from the Student Services Office. It must be signed by a medical doctor only and returned to school immediately. Applications signed by a psychologist or midwife will not be approved. Homebound instruction is not retroactive. When the student receives instruction, he/she is counted as present in school; and, hopefully, will not be behind in his/her studies upon return to school. Homebound instruction does not guarantee that the student will pass courses or advance to the next grade. Seniors on homebound status who plan to participate in the graduation ceremony and/or be listed in the graduation program must complete all requirements for graduation by the time senior grades are finalized. Homebound students must adhere to Harnett County Schools' attendance policies or homebound services may be terminated. Questions regarding homebound instruction should be referred to the administrator in charge.

Attendance Committee:

An attendance committee has been created to monitor student absences and offer interventions that may reduce risk of credit denial due to excessive absences. The role of the attendance committee will be to meet periodically to track attendance trends of individual students which may place the students at risk of not receiving credit for a course. Early interventions will include counseling, attendance contracts with the student, and offers of tracking time made up by staying after school during designated makeup times. **In each case, it is the responsibility and obligation of the student to collect verification of time recuperated and provide the attendance committee or the appropriate administrator with documentation of time made up. Failure to do so will result in the attendance committee's recommendation of credit denial.** Time must be made up with the teacher who has been assigned to the makeup time room by administration. The attendance committee is also responsible for hearing the appeals of students who have exceeded the limitations of the state mandated seat time requirements, yet have an average in the class that would allow passing credit. Those students who are at risk of failing due to excessive absences may appeal to the attendance committee in writing to express their interest in a hearing.

The attendance committee will then:

1. Make a recommendation to the principal that the student receive passing credit without meeting with the committee;
2. Notify the student/parent of the date/time to meet with the committee for a closer review of the student's case;
3. Make a recommendation to the principal that the student's appeal be denied; therefore, the student would receive no credit for the course or courses in question with no further investigation or discussion.

The principal will make the final decision in any attendance appeal process as only he can grant credit for a course.

Make-up Work:

It is crucial that students perform all academic work that is required to achieve proficiency in a subject. It is the policy of the school that students make up all work. Students who show patterns of poor attendance may be subject to failure when grades suffer from a lack of quality work habits or time being spent on assignments. Poor attendance, for whatever reason, does not excuse a student from meeting academic expectations for any course.

In the event of an excused absence, a student must make up academic work. Work should be made up in a timely manner. Academic work that is not made up in a timely manner may receive less than full credit. Assignments are designed to measure a student's proficiency on a set of objectives. Suggested time to make up assignments is as follows: (1) one school day for each day absent, for absences of one to three consecutive days, and (2) two school days for each day absent, for absences exceeding three consecutive days. **Please note that the times above are suggestions, but extenuating circumstances may dictate otherwise. Per Harnett County Schools Board Policy 4400, students will not**

be permitted to make up work for unexcused absences. Instead, they will receive a grade of zero (0) for any work missed.

The responsibility for securing and arranging for make-up work rests with the student. The responsibility for developing a make-up work system within the classroom rests with the teacher. Make-up work shall be assigned at the discretion of the teacher, and may be specific material missed by the student, may be of a reinforcement or enrichment nature, or may be a modified version of the work that other students in attendance were expected to complete. All work assigned to students will be graded so students receive timely feedback and appropriate credit for their academic performance.

Extended Illness/Injury:

Homebound instruction may be provided in cases of prolonged illness/injury. Please contact the school nurse or your assigned Student Services counselor for more information.

Final Exams & Absences:

It is the policy of the school that there be no early final/state mandated exams unless as a result of a scheduled school activity. Those students who receive permission to miss exams will have to take them at a later date. Students who fail to show up for exams may receive a zero. Teacher exams missed at the end of the second semester will be scheduled for completion during the summer vacation.

Tardy Policy:

A student is considered to have an unexcused tardy if he/she is not in the classroom and/or designated area when class begins and does not have an excuse deemed valid by the teacher. **After forty-five unexcused minutes, the tardy will become an unexcused absence.** Students who are not in class on time will be documented and will receive consequences for their tardiness per school policy. Students may be excused from tardy consequences if they provide documentation from their parent or guardian of a valid reason for their tardiness. Specific situations that constitute tardiness are determined at the discretion of the classroom teacher, and should be specified at the beginning of the school year for clarity. Consequences for tardies are as follows per class period:

1. The first tardy violation will result in the student being warned.
2. The second tardy will result in a parent letter sent home by the teacher.
3. The third and fourth tardies will result in the assignment of the student to after-school detention.
4. The fifth tardy will result in a mandatory parent conference with administration (Overnight Suspension).
5. The sixth tardy violation will result in out of school suspension and a possible referral to the Academic Support Center. A mandatory meeting is required between the student's parent/guardian and a school administrator prior to the student being allowed to return to classes.
6. All subsequent tardy violations may result in out-of-school suspension and a referral to the Academic Support Center. Lengths of suspensions and assigned days at Academic Support will increase as incidents of tardiness violations increase.
7. **Student tardy violations are cumulative per each semester.**

Routine Procedures:

Morning Arrival

Regardless of the method of transportation, once students arrive on campus, they become the responsibility of the school and may not leave the school grounds without permission from the principal's office.

Upon arrival, students will remain in designated areas until the 7:30 a.m. bell rings.

Students who come to school by car are to leave the car and come to the building immediately after arriving on campus.

Students should not arrive at school before 7:15 a.m. There is not established supervision for students until 7:15 a.m.

Section 4: Student Involvement, Supports and Clubs

Advisory Program

All students benefit from the support and guidance of an adult in the high school setting including teachers, administrators, counselors, and support staff. Below is a list of opportunities available to students who wish to extend and enrich their high school experience beyond the school day.

Clubs

Belonging to or starting a new club is a way to enhance your high school experience. At Overhills, we offer a wide variety of student-led clubs and organizations. We encourage all students to participate in a club that interests them.

Clubs and Organizations

Beta Club	Robotics	ROTC Drill Team & Raiders
FCCLA	Science Olympiad	Future Farmers of America
Thespian Society	Dance Team	Student Government Association
JAG Wilds	Marksmanship	Future Business Leaders of America

- And many more!

Athletics

Basketball (Men and Women)	Cross Country (Men and Women)
Softball (Women)	Wrestling
Tennis (Men and Women)	Volleyball (Women)
Track (Men and Women)	Golf (Men and Women)
Football	Swimming (Men and Women)
Baseball	Cheerleading

The following four items can be found in Harnett County School Board Policy:

Item 1 – (365-Day Rule)

Any student granted a voluntary reassignment from the school serving the attendance area in which the student resides shall not participate in athletic activities that come under the jurisdiction of the North Carolina High School Athletic Association (NCHSAA) and the State Board of Education for 365 days after the first approved transfer date; however, if it is later determined that athletic participation is a reason for the transfer request, the transfer may be revoked by the Superintendent.

Item 2 – Participation in Athletics during Alternative School Assignment

Students who are re-assigned to an alternative school setting (STAR Academy) will be considered ineligible to participate in extracurricular school sponsored activities, including sports practice or play, until the student returns to a regular educational setting.

Item 3-- Sports Physicals

Before being allowed to participate in any varsity or junior varsity sport, a student must have a physical examination. The physical examination and athletic participation form may be obtained from the coach of each sport.

Item 4--Eligibility

To be eligible to participate in any sport, a student must meet all of the eligibility requirements of the North Carolina High School Athletic Association and the Harnett County Board of Education.

Included among these requirements are the following:

- (1) Passing a minimum of three courses the previous semester;
- (2) Being in attendance a minimum of 85% of the previous semester;
- (3) Not reaching age nineteen on or before August 31, 2019.

In addition to the above HCS Board policies, Overhills High School requires student athletes to comply with the following:

1. Any athlete who is suspended out of school for a cumulative total of 5-10 days is ineligible to participate for the duration of the season during which those suspensions occur.
2. Any athlete who is suspended out of school for a cumulative total of greater than 10 days is ineligible to participate in athletics for the duration of the school year.
3. Any athlete who is ejected from play during a game will be required to comply with the North Carolina High School Athletic Association's 2-game suspension policy AS WELL AS the Overhills High School's additional 2-game suspension policy (for a total of a 4-game suspension).
4. Any athlete who is ejected from play for a second time in one school year will not be eligible to participate in athletics for the duration of the school year.

Signs and Posters:

Signs and posters may be displayed throughout the school. Signs and posters must be approved in advance by an administrator. All posters and signs need to meet the following guidelines for approval:

- Group names, activities, and the nature of the event must be clearly posted on the sign.
- Signs must be compliant with school standards for neatness and professionalism.
- Signs must be submitted **forty-eight** hours in advance for approval by a member of the Administrative Team.
- Signs must be taken down the day after an announced event by the club or group sponsor.

Fundraising:

In order to reduce disruption to the school day, all fundraising activities must abide by the following policies:

- Only one club/student organization is allowed to sell products within a two-week period.
- Only official Overhills High School clubs or organizations are allowed to fundraise in school.
- Fundraising products may not be sold during classes or between classes.
- Fundraising approval must be obtained from the principal before fundraising begins.
- All monies received as a part of a fundraiser must be properly receipted and submitted to the school treasurer.

Student Messages and Deliveries:

Instructional time will not be interrupted for message delivery or the delivery of lunches, assignments, flowers, or sports equipment. Please take extra care to ensure that all communications necessary for the day occur before the start of school. The only exception to this policy will be in the event of a critical emergency as determined by the administration or an administrative assistant. **Overhills High School will not accept deliveries of flowers, balloons, gifts, or commercial food for students.**

Visitors:

We welcome all members of our community, especially our parents/guardians who wish to visit Overhills High School for educational purposes. To ensure that teachers and administrators are available, please contact the appropriate teacher or administrator to make an appointment. Parents may also visit their students at any time during lunch and may also visit their student's classes after providing twenty-four hours' notice to the teacher whose classroom they would like to visit. Only visitors who have been added to a student's emergency contact information in PowerSchool will be allowed access to a student. Students are not permitted to bring "guests" or "shadows" with them to school unless arranged through an approved exchange program and approved by the principal. All visitors must first report to the main office to sign in upon arriving on campus.

School Nurse and Health Services:

Overhills High School has one part-time school nurse. The health room is accessed through the Main Office. Students who become ill, injured, or in need of medical attention should come to the health room with a pass from their teacher. The nurse will determine whether a student needs to go home or can remain at school and will contact the student's parent. Students should not call parents from their cell phones prior to seeing the nurse. Multiple communications from the student and the nurse create confusion and disruption when trying to assess a student's health condition. Parents need to ensure that all contact information is routinely updated with the data manager so that emergency contact from the health room can be made if necessary. **School Board Policy 4230 states that a student with an oral temperature of 100 degrees or higher, or who is vomiting or has diarrhea, is required to go home. Students must be free of symptoms (fever free without use of medication) for twenty-four (24) hours before returning to school and participating in any school activities. **Additional information regarding student health can be found later in this handbook.**

Medications:

High School students are permitted to self-medicate with some over-the-counter medicines brought in their original container. These include cough or throat lozenges (not liquid cough medicine containing DXM). Pain relievers (ibuprofen, acetaminophen, or Midol) as well as antacids are also allowed. ***Students are not allowed to share medicine with other students.*** Students who take prescription medicine at school must have a parent or guardian bring the medication to the nurse's office in the original container. **A parent or guardian must also bring the Medication Administration Form, completed by the physician and parent, to the nurse's office. If the medication is a short-term antibiotic, then the form only needs to be signed by the parent, since the prescription is already written on the container with the name of the prescribing physician.**

Per Harnett County Schools Board Policy 4325, students may not be in possession of any items containing CBD at any time on campus. Medications containing CBD may only be administered by trained staff members IF paperwork has been submitted including a licensed medical doctor's prescription.

****Additional information regarding student health can be found later in this handbook.**

OVERHILLS HIGH SCHOOL DRESS CODE POLICY:

Overhills High School is an institution of learning; therefore, what students wear should reflect the dignity of the school. Students should use good judgment in selecting attire to be worn to school. Inappropriate dress will not be allowed. Students who wear clothes that are considered suggestive, indecent, or inappropriate will be sent home to change. Parents will be notified.

1. **Shorts/skirts no shorter than three inches above the knee. Skin and underlayers more than 3 inches above the knee must always be covered.**
2. **Leggings, jeggings, or other skin tight pants may only be worn with a shirt or dress which covers three inches above the knee all the way around the body.** An open-front sweater or jacket will not suffice.
3. Dresses/skirts not so tight they ride up when walking and no shorter than three inches above the knee in the front and the back.
4. Tops/shirts with sleeves or straps no less than two inches. No spaghetti straps or strapless tops. No bra straps or other undergarments are to be visible. No “see through” or off-the-shoulder clothes that expose undergarments are allowed. **“Peasant tops” must be worn OVER the shoulder.**
5. Jeans with slits or holes no more than three inches above the knee. Slits or holes sitting more than 3 inches above the knee must have material underneath so that no skin is exposed above the 3 inch rule.
6. No head coverings are to be worn in the building. This includes all hats, bandanas, scarves, knit caps, baseball caps, hoodies, do-rags, wave caps, ear warmers or anything else deemed inappropriate that are on the head. **Anything worn on the head must be less than 1 inch in width and solid white, black or grey in color.** Per Harnett County Schools Board Policy, bandanas are not permitted on any school campus at any time, and they will be confiscated.
7. Absolutely no sagging at any time while on school campus. **No secondary layer of clothing (underwear, shorts, etc.) should be seen above the waistline of the pants or shorts. All shorts and pants must be at the waistline.**
8. Articles of clothing which display undergarments are inappropriate and prohibited.
9. Nothing attached to clothing that could be used as a weapon is allowed.
10. No visible cleavage or bare midriffs. No skin on the torso or abdomen should be exposed.
11. No lewd or profane graphics are to be displayed on outer garments of clothing. Garments that promote drugs or alcohol are not allowed at any time. Any graphic or slogan that can be deemed offensive will not be permitted. Due to the changing nature of culture, administration reserves the right to determine what is considered offensive and prohibit any slogans or graphics at any time.
12. No pajamas or bedroom slippers.

Consequences for Dress Code Violations:

1. First offense: Student will change into appropriate clothing + receive a verbal warning. *If a student does not have appropriate clothing to change into, he/she will be sent to In-School Detention [ISD] for the remainder of the day.*
2. Second offense: Student will change into appropriate clothing + 1 afternoon After-School Detention [ASD] + parent contact.
3. Third offense: Student will change into appropriate clothing + 2 afternoons After-School Detention [ASD] + parent contact
4. Fourth offense: Student will change into appropriate clothing + Student will be assigned Overnight Suspension + Face-to-face parent/administrator conference required before student may return to class.
5. Fifth offense: Out-of-School Suspension [OSS] + Face-to-face parent/administrator conference before student may return to class.
6. All subsequent student dress code violations may result in OSS. Lengths of suspensions will increase as incidents of dress code violations increase.
7. **Student dress code violations are cumulative for each school year.**

Section 5: Other Miscellaneous Procedures

Overhills High School Electronic Device Use Policy (cell phones, MP3 players, tablets, etc.)

1. Electronic device use by students is expressly forbidden inside the classroom.
2. Electronic devices may be used by students in the commons area and hallways between classes, and in the cafeteria during a student's scheduled lunch period. No audible music is to be heard at any time, including on buses.
3. Electronic devices are to be silenced and put away before a student crosses the threshold into the classroom.
4. Electronic devices should not be used to make phone calls while in hallways, commons areas or cafeteria. Any phone calls should be made from the front office by following school procedure.
5. If a student is seen displaying an electronic device in the classroom, the teacher will confiscate it to be returned at the end of the school day. Upon the second time that a device is confiscated, the student's parent or guardian will be required to retrieve it. **If a student refuses to allow an electronic device to be confiscated, the student will be suspended out of school for 3 days.**
6. If any electronic device is brought to school and becomes lost or stolen, school personnel will not investigate the incident or search for the item. It is always recommended that valuable items be left at home.

Overhills High School Student Parking Regulations

Please remember that driving your personal vehicle to school and parking on campus is a privilege that we are happy to extend to all students who lawfully qualify, but you will forfeit such privileges if the following rules and regulations are not followed:

1. All vehicles must be registered for an assigned parking space each year by purchasing a valid parking permit through the office, or vehicle may be booted or towed at the owner's expense.
2. Any student driving in a manner deemed careless or reckless during their arrival or departure, or while on campus, will automatically lose their driving privileges.
3. Park only in the space assigned to you. If your parking space is occupied, please park in an unmarked parking space until you can report it to the office.
4. **Any student who returns to their car during the school day, or allows another student to return to their car without the permission of the Principal or an Assistant Principal will result in a loss of parking privileges.**
5. Any student who is caught smoking or allowing other students to smoke inside or around their vehicle will result in a loss of parking privileges. This includes the use of vaping devices.
6. **Any student who uses or allows others to use their personal vehicle to leave school without permission will result in a loss of parking privileges for 10 days, second offense will result in loss of privileges indefinitely! Students who leave campus unlawfully during the school day will receive an automatic 2-day out of school suspension for the first offense, 3-day out of school suspension for the second offense, 5-day out of school suspension for the third offense, etc.**
7. Flags, symbols, and offensive language are not allowed on automobiles while on campus.
8. No audible music should be heard from your vehicle while on campus.

9. If you are involved in an accident with another vehicle on campus, do not move the vehicle until advised by the North Carolina Highway Patrol.
10. Parking permits are not transferable to other students. You must return them to the office upon early graduation, or if no longer driving to school. Both you and any student using your assigned parking permit will forfeit driving privileges for the remainder of the year if not given permission from the office to do so.
11. All students are to enter and exit the parking lot at the gate closest to your parking space unless directed otherwise by a school official. **Any student who enters or exits the school using the bus parking lot will result in a loss of parking privileges for the remainder of the school year. This is a violation of state law concerning bus parking.**
12. **Loitering (hanging out) in the morning or afternoons in the student parking lot will not be allowed. Students must enter the building immediately upon arrival in the morning. If you are waiting on another student in the afternoon, you must do so inside your vehicle and leave campus immediately upon their arrival. Failure to do so will result in a loss of parking privileges.**
13. Student vehicles parked at Overhills High School may be subject to inspection/search at any time by the School Administration.
14. Every effort will be made to insure safety and security in the parking area, but please remember to secure your vehicle before entering the school. Overhills High School will not be held responsible for vehicles or their contents while parked on campus.
15. Students are not allowed to back into their parking spaces.

After a 10 day loss of driving privileges and a parent conference, any subsequent violations will result in a 30 day loss of privileges and a second parent conference. A third offense will result in loss of driving privileges for the remainder of the school year.

Lunch and Lunch Procedures:

Lunch will be served in four different sessions with each being twenty-five minutes long. Students will be assigned at the beginning of each semester to their mandatory lunch period. Students who are found to be in lunch at a time other than their assigned time will be considered skipping and will face the consequences for skipping. Every effort has been made to provide a wide selection of food items from which to choose. The cafeteria staff has put forth extra effort to ensure excellent food service for the students of Overhills High School. **Please note that state law prohibits students from having commercial food on campus.**

Cafeteria Expectations are as follows:

1. "Breaking in line" is **not** acceptable behavior, and will result in disciplinary consequences.
2. Students at lunch may go only to the cafeteria or the Media Center.
3. Students are not to go to lockers or classrooms during assigned lunches without a pass from an adult. Classes are being held throughout the building and could be disturbed by students in hallways.
4. Students may not have commercial or fast food items delivered or brought to them during their assigned lunch period.
5. Students should not bring glass containers for food and/or drink storage.
6. Students will not be allowed to return to classrooms during their designated lunch without a signed pass from a teacher or administrator.

Fire Drills:

The law requires a fire drill the first week of school and one each calendar month thereafter. Therefore, it is important that students become familiar with the "order of the drill."

Posted over or near your classroom door, a sign will indicate the exit that your class will use during a fire drill. Be sure that you know the location of this exit and use it each time there is a fire drill when you are in this classroom. When using other parts of the building other than a classroom, such as the library, gym, cafeteria, etc., use the closest exit and follow normal fire drill procedures. Report to an adult when you arrive outside of the building and follow that adult's directions.

Some very important rules to remember are:

1. Familiarize yourself with the fire drill signals.
2. Position yourself at least seventy-five feet away from the building.
3. Walk in single file when leaving and returning to the building.
4. Close all windows and doors, including exit doors.
5. Treat every fire drill as if it were the real thing.

Tornado Drills:

The tornado drill will be an announcement notifying students and staff of a tornado drill. Teachers and students should report to designated areas during the tornado drill. This drill will be held at least once per school year, as required by law.

Code Red Drill:

The law requires that all public schools conduct "Code Red" drills routinely. Students are to remain quiet in designated areas until the "All Clear" is given. If a "Code Red" is announced, then all students and staff in the school are to lock themselves in their classroom, turn off the lights, move away from the windows so they cannot be seen, and wait for further instructions. **A "Code Red" indicates that an urgent issue related to the safety of students and staff has occurred on or near campus.**

General Conduct:

The "Code of Student Conduct" is devised by the Harnett County Board of Education, and Overhills High School, while under direct school supervision, will govern a student's behavior. All procedures are well defined as to allow students an environment conducive to growing, maturing, and learning. *A copy of the Harnett County Board of Education Code of Student Conduct is included in this handbook for your review.*

Distribution of Literature:

Permission must be obtained from the administration before any posters can be placed anywhere on campus or before any printed materials (newspaper, advertisements, etc.) may be distributed to faculty and/or students. Posters and other materials are not to be taped to the walls or windows unless prior permission is given.

Hall Passes:

In order to account for or to assure that students are where they have been assigned, teachers will issue official Overhills High School hall passes indicating the destination of the student as well as the date and time the student left the classroom. No other form of hall pass will be honored. If the student is entering the classroom of another teacher, or the office, the receiving teacher or office personnel should keep the pass until the student departs the area. The time of departure should then be placed on the pass. When the student returns to the original classroom, that teacher should check the time on the pass to ensure that only enough time has lapsed to enable the student to get to the original

destination. **Only an official Overhills High School pass will be acceptable for student transition in the building during undesignated times.**

Injury at School:

If you are injured at school, report immediately to the teacher in whose class you are at the time of the injury or illness. If an issue occurs between classes, report it to the Main Office. The importance of reporting an illness or injury is twofold. First, if medical attention is necessary, staff can ensure students receive it. Secondly, if an insurance claim is involved, a record of the accident or injury will be on file.

Vaping/E-Cigarettes:

No person shall use an e-cigarette or vaping device on a school campus. In the past few years, the use of these devices has increased, and they are not regulated by any authoritative body. Due to the impossibility of determining what chemicals (illicit or not) are included in vaping oils, **any student found to be in possession or in use of a vaping device and/or vaping paraphernalia (oils, etc.) will receive an automatic out-of-school suspension for 3 days for the first offense.** The second offense will result in a 5-day out-of-school suspension. The third offense will result in a 10-day out-of-school suspension. Any subsequent infractions may result in a recommendation to attend an alternative school.

Courtesy and Compliance with Rules:

Students are to demonstrate courtesy towards all adults at all times and comply with all instructions given by the faculty and staff. Examples of discourtesy include continued debating or arguing with faculty and staff, using a disrespectful tone of voice or choice of words, use of profanity, lying, forgery, vandalism, theft, gambling, etc.

After-School Detention:

After-School Detention (ASD) is designed as a consequence for school rules violations. After-School Detention will be held in room D203 beginning at 2:35 until 3:35. Students should have transportation available at 3:35 and should leave campus immediately following their assignment. Students will receive adequate notice to prepare for serving After-School Detention. Students who fail to complete their assigned After-School Detention will face consequences for insubordination. Students who are assigned ASD are not permitted to participate in extracurricular activities for the assigned day.

In-School Detention:

In-School-Detention (ISD) was designed to serve as an alternative to Out-of-School suspension. After three assignments, it may become obvious that this form of behavior modification is not an effective means of correcting behavior and administrators may choose alternate consequences. A student who is assigned In-School Detention for behavioral infractions will report to room D203. He or she will remain in In-School Detention for the entire time assigned to them by their administrator, and forfeits all privileges for that day. Failure to comply with all In-School Detention rules and directives will result in Out-of-School Suspension.

Out-of-School Suspension:

When a student's conduct warrants Out-of-School Suspension, he or she will not be allowed to attend any school function, any athletic event, or be on the campus of any school during the suspension. Failure to comply with this school board policy will result in trespassing charges being issued by the Harnett County Sheriff's Department.

Digital Citizenship Policy

Students are reminded to use common sense when using the Internet. With the great deal of information that is available to predators online, it is essential that students protect their online "footprint." It is also important that students learn how to demonstrate online civility toward others.

At Overhills High School, we promote the following basic guidelines as our Digital Citizenship Policy:

- Protect your password. Never share your password with another person. When work is complete, logout securely so that others do not have access to your online accounts.
- Protect your private information. Information such as email addresses, student Powerschool account numbers, social security numbers, home addresses, and phone numbers are prime targets for predators. Always keep this information secure, and do not share it with anyone unless you are 100% sure how the information will be used.
- Protect your personal information. Information such as your parents' names, the number of siblings you have, and your favorite hobbies can be used to target you online. Only share this information with people you know well.
- Be mindful when posting photographs. Some photographs contain sensitive geo-tagging information that can allow an online predator to find you. Additionally, facial recognition software can be used to target people. Also, keep in mind that posting images of yourself or other people in compromising or embarrassing situations can be reason to discipline you if those photographs or the spread of those photographs disrupts the school environment.
- Protect your system and device. You are responsible for damages to school property should you negligently allow malware, spyware, or viruses to infect any school-owned devices.
- Cyberbullying is a punishable offense. While student use of school-owned electronic devices is monitored while students are at school, any time a student is logged into their school account their search history and browsing history are subject to monitoring as well. **Additionally, students who use any form of electronic means such as email, dropbox, air drop, text messages, or social media sites to communicate threats or harass other students can face both school discipline consequences and law enforcement consequences.** This harassment, bullying, or threatening may come in the form of one-on-one communication, in group chats, via comments on social media posts, through "subtweeting" or "vaguebooking," or in photographs, videos, emojis, memes, gifs, etc. The administration will determine if information communicated through any electronic means is deemed a disruption to the school environment and, therefore, subject to a disciplinary investigation.

The administration at Overhills High School reserves the right to assign disciplinary consequences to students whose actions, including those that occur electronically, constitute a disruption. Furthermore, the administration reserves the right to share this information with the School Resource Officers who may determine whether a student should face law enforcement consequences for these actions.

Illness at School:

Students who become sick at school and are too ill to attend classes should report immediately to the office to receive assistance. **Under no circumstances should a student stay in the bathroom or any unsupervised area if he or she is sick.**

Lost and Found:

All items lost or found should be reported to the school receptionist. Lost items may be claimed through the Student Services Office upon sufficient identification of the object lost.

Assembly Programs:

In general, the plan for any assembly falls on the group/teacher/staff member to organize and publicize. The reason for, and the detailed agenda for any assembly must be approved at least one week in advance by the principal. Understand that there is a difference between events and assemblies. Assemblies are gatherings of students for programs pertaining to academic topics which supplement classroom teaching, while events are simply meetings of groups of students for fundraising or entertainment purposes. While approved assemblies are supported by administration, any student missing instructional time for the purpose of attending an event will not be allowed.

All students are expected to display respectful and courteous behavior during school assemblies and other meetings/activities.

Campus Facilities:

MAIN OFFICE -The main office is the business center for the school and houses the administrative offices. Financial affairs, work permits, sign-in and sign-out sheets, and similar matters are handled there. During school hours, ALL VISITORS must report to the main office and state their business. Students are not permitted to bring friends or relatives to class. **Permission for any visitors to be in the building must be given by the principal and a campus pass must be carried at all times.** Visitors, to include parents and guardians, will not be allowed into classrooms, cafeteria, or commons areas unless there is a direct instructional purpose related to their visit (e.g., guest speaking, JROTC promotion ceremonies, etc.). Visitors are to use the visitor's parking lot during school hours. Parents picking up students should come to the front entrance of the school and report to the Main Office to sign students out during the instructional day.

Telephones:

Only in the event of an emergency are students to use the telephone in the office, and then only with the permission of office personnel. Since the main office is the recipient of all incoming telephone calls and the number of lines available is limited, **NO MESSAGES WILL BE TAKEN FOR ANY STUDENT UNLESS THE CALL IS FROM A PARENT AND IS OF AN EXTREME EMERGENCY NATURE.** All calls of this nature must be channeled through the school receptionist.

Announcements:

Announcements of importance to the school and faculty news are made daily on the electronic bulletin board/TV screen, as well as being read aloud at the beginning of the school day. Announcements must have the principal's approval and be turned in to the front desk by 3:00 p.m. at the end of the day to be included in the following day's announcements. Announcements are uploaded daily to the Overhills High School website where they can be accessed digitally.

Lockers:

Every student will have an opportunity to acquire a locker for their use. Students will receive a locker assignment and combination from administration and are to maintain that locker for the remainder of the school year. Regardless of frequency of use, students are responsible for anything contained in their assigned locker. For this reason, among others, it is not advisable to share locker combinations with anyone. Lockers are free of charge. Students are forbidden from sharing lockers. Any items left in lockers at the end of the school year will be disposed of.

Theft Prevention:

No one has the right, under any circumstance, to take anything that belongs to someone else. Please be advised that anyone caught stealing will be dealt with according to Harnett County Schools Board of Education policy.

The best method to stop theft at school is to eliminate as many opportunities for theft as possible. Listed below are suggestions for securing personal items:

1. Do not bring valuable items to school.

2. Make sure your locker is locked; do so by spinning the lock and trying to open it.
3. Don't share a locker or your combination with anyone.
4. When you are opening your locker, make sure no one is trying to read your combination.
5. **Never leave personal belongings unattended.**
6. Make sure your car is locked. Never leave valuables visible in your car.
7. If you stay after school for practice or other school activities, follow the same theft prevention habits you would follow during school.
8. **If something is stolen from you, report it to the office immediately and file a missing/stolen item report with the SRO.**

Please Note: Investigations may, or may not be initiated by the School Resource Officer. Overhills High School and the School Resource Officer will determine whether an investigation will be initiated. The only way to be certain that your expensive and/or extraneous possessions are safe is to leave them at home.

Student Services:

The Student Services Department at Overhills consists of five counselors, a Career Development coordinator, Student Advocate, PowerSchool data manager, and a registrar. Counselors are available to students for both individual and group conferences to discuss personal problems, to interpret state required standardized tests, and for educational and goal-oriented counseling. Cumulative folders are maintained on each student. Prospective employers and post-secondary educational institutions, with written permission from students and/or parents, may request transcripts and employment references. Information concerning scholarships and financial aid is also available in the Student Services department. Although counselors may seek individual students out during the year for various reasons, it is highly desirable that students take the initiative to see their counselors. Counselors are available to students before and after school, during lunch periods by appointment, or with the teacher's permission (accompanied with a pass) during class periods if an emergency arises. Students should not request to leave class to see their counselors except in an emergency situation.

Students interested in trying to obtain a scholarship should take the most rigorous courses in which they can be successful. Student Services counselors will work closely with students regarding school course registration, college application procedures, and career preparation information. Many scholarships and financial assistance opportunities are available from different sources for those students who wish to go to college. All seniors are provided with a booklet listing financial resources for students who wish to attend college. Scholarship information is posted, announced, and distributed as it becomes available.

The College Fund Finder is located in the Student Services Department and the Media Center. Students will find a wide variety of information on colleges and universities and financial aid. Students and parents are encouraged to use this information system.

Media Center:

The Media Center is maintained to offer students a wide spectrum of services under the direction of qualified personnel. Usage of these facilities must comply with directives and regulations issued by the media coordinators. Students are encouraged to use the media center independently as well as during class time. The media center will be opened during lunch and after school until 3:30 p.m. All computers will be supervised by the Technology Facilitator. **Students are bound by the Harnett County Schools Acceptable Use Policy located on the Harnett County Public School Board Policy Code 3225/4312 when using the computers at OHS.** Students may use computers located in the media center for class work and general use during lunches (when not being used by full classes), and after school according to media center hours of operation. Students should not be sent to work in the media center during class time unless previously approved by the Technology Facilitator/Media Coordinator.

Student/Teacher Conferences:

Teachers are more than willing to meet with students to discuss problems or give assistance. Teachers want to help students; therefore, students should not hesitate to ask for a conference to discuss classroom issues or concerns.

Parent/Teacher Conferences:

Parents are encouraged to keep themselves accurately informed about the progress of their student. One of the best ways to remain informed is to meet periodically with your student’s teachers. Parents and teachers have one thing in common: they are both concerned about the welfare and success of the student. Getting to know one another will enable both the parents and the teacher to work more effectively with the student. Parents may arrange a conference by contacting their student’s assigned teacher, Student Services counselor, or administrator.

Selling Items on Campus:

Items of any kind may not be sold at school or on school property unless such sales are part of a school sponsored fund-raising activity. School clubs involved in selling food items may not compete with food service offerings provided by the school’s cafeteria during the school day.

Textbooks:

Textbooks are furnished to students free of charge when appropriate for the course. It is each student's responsibility to keep up with his/her own assigned textbooks and make sure they are cared for properly. Students will be charged for lost or damaged books.

Insurance:

School insurance is offered to all students at a group rate. This insurance provides limited coverage for a student involved in an accident while going directly to and from school, or at a school-sponsored activity. Each student will be provided a brochure that explains benefits, cost factors, and available coverage. Student athletes are covered free of charge while participating in a school-sponsored sport. The policy is primary only if the student has no other insurance.

Plan Your Day:

It takes only three minutes to walk the longest distance in the building. Therefore, the four minutes between classes provides adequate time for students to arrive to their next assigned class without being tardy.

Inclement Weather:

During extremely bad weather it sometimes becomes necessary to make a decision concerning the closing of school. When a decision is made to close, all schools in the Harnett County School System will be affected. In order to accomplish this task in a timely and effective manner, school officials ask parents and students to do the following:

- 1. Listen to one of the following radio or television stations for changes in the school schedule:**

FM Stations:

90.1 WCCE Radio
91.5 WUNC Radio
91.9 WFSS Radio
93.9 WRSN Radio
94.7 WQDR Radio
95.7 WKML Radio

AM Stations:

620 WDNC Radio
640 WFNC Radio
680 WPTF Radio
780 WCKB Radio
1290 WXKL Radio
1370 WLLN Radio

- 96.1 WKIX Radio
- 99.1 WZFX Radio
- 100.7 WTRG Radio
- 101.5 WRAL Radio
- WRCQ Radio
- 103.1 WLHC Radio
- 105.5 WFJA Radio
- 106.1 WRDU Radio
- 98.1 WQSM Radio

Television Stations:

- WRAL TV – Channel 5
- WRDC TV – Channel 28
- WTVD TV – Channel 11
- WNCN TV – Channel 17
- WKFT TV – Channel 40
- News 14 Carolina

2. Harnett County Schools Facebook Page

3. Overhills High School Facebook Page

Do not telephone the schools, central office, or school officials. These calls tie up the telephone lines and prevent emergency communication to the news media and parents/guardians.

- **The absence of any announcement means that school will be in session as scheduled.**

Section 6: Transportation

HARNETT COUNTY SCHOOLS

TRANSPORTATION DEPARTMENT

Bus Transportation Guidelines and Procedures

Harnett County Schools (HCS) provides transportation for children to and from their residence or predetermined location (by school administration). As such, the following rules and procedures shall apply:

1. **All** students are expected to be present at their bus stop and prepared to board the bus 10 minutes prior to the scheduled arrival time.
2. **All** students are expected to conduct themselves in accordance with Policy Code: 4300 Code of Student Conduct. Discipline, as a result of violations of policies, will be the responsibility of each individual school.
3. Your child will be transported to and from your residence or predetermined approved location to the school in the district in which you reside each school day. **(Grades PreK-12)**
4. Students who attend school out of district at the parent’s request do not qualify for transportation. **(Grades PreK-12)**
5. You or a responsible adult shall be available at the bus stop to receive your child at the end of the school day from the school bus if your child requires assistance. **(Grades PreK-2 only)**
6. If you or the approved responsible adult is not at the bus stop to receive your child, the driver will transport your child back to the school. **(Grades PreK-2 only)**
7. On the second occasion that this situation occurs, the Principal will schedule a mandatory conference with the parent(s). **(Grades PreK-2 only)**
8. On the third occasion that this situation occurs, HCS will notify Harnett County Department of Social Services (HCDSS) and immediately schedule a meeting involving HCS, HCDSS and you to address this concern. **(Grades PreK-2 only)**

9. If an emergency situation occurs in your home beyond your control and it becomes necessary for your child to be discharged at a location other than one previously approved, **a written request must be provided to the child's Principal in advance.** The request must meet HCS board policy 6321 and contain the following information to be considered: **(Grades PreK-12)**
 - Address of temporary discharge/pickup location
 - Name of responsible adult receiving your child
 - Telephone number of temporary address
 - Your telephone number during the emergency
 - The length of time of the request is to be honored
10. Bus drivers and administrators have the authority to return students to the school in the event of safety or disciplinary circumstances. The parent or legal guardian is then responsible for picking up their student(s).
11. Parents of children with Pre-School Disabilities, Exceptional Children's Program students needing special transportation in accordance with their IEP, and all K-2 students are required to provide supervision at the bus stop for drop-off and pickup. **(This applies to all early release and inclement weather days, as well.)**

Note: A separate parent signature page will be provided to acknowledge your receipt and understanding of district guidelines regarding student transportation.

I, _____, am the parent/legal guardian of, _____
 Grade _____, a child receiving transportation services from Harnett County School. I have read and understand the procedures that apply to transportation services and I consent and agree to abide by them. I have been given a copy of the procedures. I understand that my student(s) could lose this privilege to ride the Harnett County school bus(es) if these guidelines are not followed.

 Parent Signature

 Relationship

 Date

Harnett County Schools Policies and Procedures

2020 - 2021

The following section contains policies and procedures that parents and students should review annually. The policies and procedures contained in this section are effective as of the date of printing of this handbook. Policies may be revised, as needed, by the Harnett County Board of Education. This is not an exhaustive list of policies by the Harnett County Board of Education; a complete list of current policies can be found on the Harnett County Schools website at www.harnett.k12.nc.us. If parents and/or students do not have access to the policies online, they may contact the school for a printed copy of any Harnett County Schools policy.

Policies and Procedures Included

1. Code of Student Conduct – Policy Code: 4300
2. Prohibition Against Discrimination, Harassment, Bullying, and Cyberbullying – Policy Code: 1710/4021/7230
3. Discrimination, Harassment, Bullying, and Cyberbullying Complaint Procedure – Policy Code: 1720/4015/7225
4. Assurance of Non Discrimination
5. Anti-Harassment Statement
6. Student and Parent Grievance Procedure – Policy Code: 1740/4010
7. Notification of Rights Under Family Educational Rights and Privacy (FERPA)
8. Attendance – Policy Code: 4400
9. Student Services – Policy Code: 4342
10. Smoking and Tobacco Products – Policy Code: 5026/7250
11. Technology Responsible Use – Policy Code: 3225/4312
12. Student Membership and Participation in Educational Websites
13. Network Security – Policy Code: 6524
14. Use of Wireless Communication Devices – Policy Code: 4318
15. Student Health – A Note from the Nurse
16. Student Health History – All Students

STUDENT BEHAVIOR POLICY

Policy Code:

4300

All decisions related to student behavior are guided by the board's educational objectives to teach responsibility and respect for cultural and ideological differences and by the board's commitment to creating safe, orderly and inviting schools. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

A. PRINCIPLES

The reasons for managing student behavior are (1) to create an orderly environment where students can learn; (2) to teach expected standards of behavior; (3) to help students learn to accept the consequences of their behavior; and (4) to provide students with the opportunity to develop self-control. The following principles apply in managing student behavior:

1. Student behavior management strategies should complement other efforts to create a safe, orderly and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility and other standards of behavior should be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.

5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior, and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

B. COMMUNICATION OF POLICIES

Board policies related to student behavior are codified mainly in the 4300 series. The superintendent shall incorporate information from such policies into a Code of Student Conduct that notifies students of the behavior expected of them, conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. At the discretion of the superintendent, the Code of Student Conduct may include additional rules needed to implement the board's student behavior policies. Each school shall create a student behavior management plan that will elaborate further on processes for addressing student misbehavior and the use of intervention strategies and consequences (see policy 4302, School Plan for Management of Student Behavior). The Code of Student Conduct must incorporate by reference any additional student behavior standards, prohibited conduct or disciplinary measures identified in individual school behavior plans developed in accordance with policy 4302, provided such measures are consistent with law and board policy. The Code of Student Conduct must not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

At the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any board policies related to behavior that are not part of the Code of Conduct; (3) any related administrative procedures; (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct or disciplinary measures; and (5) any other school rules. This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents.

For the purpose of board policies related to student behavior, all references to "parent" include a parent, a legal guardian, a legal custodian or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

C. APPLICABILITY

Students must comply with the Code of Student Conduct in all of the following circumstances:

1. while in any school building or on any school premises before, during or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school employees; and
6. any time or place when the student's behavior has a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

D. CONSEQUENCES FOR VIOLATIONS

Violations of the Code of Student Conduct must be dealt with in accordance with the guidelines established in the school's behavior management plan (see policy 4302, School Plan for Management of Student Behavior).

1. Minor Violations

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- a. parental involvement, such as conferences;
- b. isolation or time-out for short periods of time;
- c. behavior improvement agreements;
- d. instruction in conflict resolution and anger management;
- e. peer mediation;
- f. individual or small group sessions with the school counselor;
- g. academic intervention;
- h. in-school suspension;
- i. detention before and/or after school or on Saturday;
- j. community service;

- k. exclusion from graduation ceremonies;
- l. exclusion from extracurricular activities;
- m. suspension from bus privileges; and
- n. placement in an alternative school;

The parent or guardian is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent or guardian is unable to provide transportation, another consequence will be substituted.

2. Serious Violations

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

F. DISCIPLINARY ACTION FOR EXCEPTIONAL CHILDREN/DISABLED STUDENTS

Disciplinary actions for students identified as exceptional children according to North Carolina guidelines will conform to Procedures Governing Programs and Services for Children with Special Needs as adopted by the State Board of Education. If the Procedures manual does not fully address a particular issue, the director of exceptional children will develop any necessary protocols consistent with state and federal law.

All disabled children will be accorded all rights as required by state and federal law. See also board policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities.

G. DEFINITIONS

1. Board -- the Harnett County Board of Education.
2. Classroom -- locations where designated learning experiences take place and/or over which school officials have supervising responsibility.
3. Parent -- natural parent, legal guardian, legal custodian, or person serving in loco parentis having charge or control of any student enrolled in the school system.
4. Principal -- the school principal or any school professional to whom the principal may officially delegate authority.
5. Student -- any person attending any school that is part of the Harnett County School System; unless the context otherwise requires, pronouns referring to students apply to students of both sexes.
6. School Personnel -- any principal, teacher, substitute teacher, student teacher, instructional assistant, supervisor, director, coordinator, administrator and all other personnel paid or unpaid working under the supervision and direction of the Harnett County Schools.
7. School Property - any public school building, school campus, school facility, bus, other vehicle, grounds, recreational area or athletic field owned, leased or used by the school system or otherwise in the charge of the principal or school personnel.
8. School System - the Harnett County School System

H. CONDUCT RULES

All students shall comply with all rules and regulations governing behavior and conduct. Students shall be informed by local school rules or school personnel of any infraction not listed in this Code that may result in short-term or long-term suspension or expulsion.

RULE 1 Compliance with Directions of School Personnel

Students shall comply with the directions of school personnel who are authorized to give such directions during any time when students are subject to the authority of school personnel; and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

RULE 2 Integrity and Civility; Cheating

All students are expected to demonstrate integrity, civility, responsibility and self-control. In addition to any standards or rules established by the schools, the following behaviors are specifically prohibited as violation of the standards of integrity and civility:

- cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
- plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work;
- providing verbal or written statements of false information;
- violating copyright laws, including unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
- willfully, directly or indirectly accessing or causing to be accessed any computer, computer network or any part thereof without proper authorization or otherwise violating policy 3225/4312, Technology Acceptable Use.
- cursing or using vulgar, abusive or demeaning language towards another person; and
- playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

RULE 3 Disruptive Behavior

An orderly environment is critical for teachers to be able to teach and students to be able to learn. Students are encouraged to participate in school efforts to create a safe, orderly and inviting environment. Students also are encouraged to exercise their constitutional rights to free speech as a part of a stimulating, inviting educational environment. A student's right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place and manner in order to preserve a safe, orderly environment.

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school or school district. The following conduct is illustrative of disruptive behavior and is prohibited:

- occupying any school building, school grounds, school buses or part thereof with the intent to deprive others of its use;
- intentional verbal or physical acts which result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
- participating in any boycott of any lawful school function, mission or process or participating in any sit-in or any walkout which causes or results in the disruption of any lawful function, mission or process of the school district or of any school in the school district;
- engaging in any protest, march, picketing or similar activity (on or off school premises) that causes or results in the disruption of any lawful function, mission or process of the school district or of any school in the school district;
- preventing students from attending a class or school activity;
- except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on school premises;
- intentionally making noise or acting in any manner so as to interfere with any teacher's ability to conduct his or her class or to carry on any school activity;
- possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene or unlawful;
- engaging in behavior which is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;
- failing to observe established safety rules, standards and regulations, including on the bus and in hallways; and
- interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

RULE 4 Student Dress Code

The board prohibits appearance or clothing that does the following:

- violates a reasonable dress code adopted and publicized by the school,
- is substantially disruptive,
- is provocative or obscene, or
- endangers the health or safety of the student or others.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

RULE 5 Misconduct on a School Vehicle

The following conduct is specifically prohibited on a school vehicle:

- stopping, impeding, delaying or detaining a bus or school vehicle;
- throwing or launching objects on the bus;
- disturbing the peace, order or discipline on a bus or school vehicle;
- refusing to obey the driver's instructions;
- refusing to meet the bus at the designated stop;
- tampering with or willfully damaging the bus or school vehicle;
- getting off a bus at an unauthorized stop;
- distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
- failing to observe established safety rules and regulations;
- willfully trespassing upon a school bus or school vehicle;
- fighting, smoking, using profanity, possession or using drugs or intoxicating beverages, or otherwise violating any other board policy or school rule while on a school bus or other school vehicle; and
- any other behavior that may endanger lives or property.

Any complaints of drivers, parents or student that are not specified in the above list should be reported promptly to the school principal.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. Upon request and when deemed appropriate, a principal may use his/her discretion and restore a student's bus privileges if the principal, bus driver, student and parent agree to a written behavior improvement agreement that includes specific steps and consequences for future inappropriate behavior.

It is a criminal offense to unlawfully and willfully stop, impede, delay or detain a school or activity bus or to disturb the peace, order or discipline on a school or activity bus. Students who engage in such activities may be subject to criminal charges.

The bus driver may not remove students from the bus in route.

RULE 6 Tobacco Products

In support of the board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, school vehicle or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips. For the purposes of this policy, the term "tobacco product" means any product that contains tobacco and is intended for human consumption, including all lighted and smokeless tobacco products.

Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided such activity is conducted or supervised by a faculty member and the activity does not include smoking, chewing or otherwise ingesting tobacco.

The administration will consult with the county health department and other appropriate organizations to provide students with information and access to support systems and programs to encourage students to abstain from the use of tobacco products. The school district may, from time to time, provide free non-smoking programs and services to be offered to students in the schools. Students will be provided notice of this rule through student handbooks or other means identified by the principal. In addition, the principal will post signs in a manner and locations that adequately notify staff, students and visitors about prohibitions against the use of tobacco products on school grounds and in school buildings.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation. In providing consequences for violation of this rule, school officials are encouraged to identify programs or opportunities for students to gain a greater understanding of the health hazards for the tobacco user, the hazards of secondhand smoke and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting school environment.

RULE 7 Drugs and Alcohol

The Harnett County School District believes that it is in the best interests of the community to take steps to promote, enhance and maintain a drug-free school system and student body, and that along with parents and other segments of the community, the school system has a role in helping students to remain drug free. The Harnett County School District, therefore, endorses a comprehensive program in the area of substance abuse. Alcohol and drug education will be taught to all grade levels and assistance will be offered to students who are having alcohol or drug related problems.

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

- narcotic drugs;

- hallucinogenic drugs;
- amphetamines;
- barbiturates;
- marijuana or any other controlled substance;
- any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; or
- any chemicals or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. Beepers and portable phones may not be used by students unless specifically authorized by the principal.

Possession or use of prescription and over the counter drugs are not in violation of this rule if possessed and used in accordance with board policy 6125, Administering Medicines to Students. The principal may authorize other lawful uses of substances otherwise prohibited by this rule, such as for approved school projects.

A violation of this rule is deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

As required by board policy 4345, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed the substances prohibited by this policy.

RULE 8 Theft and Damage to Property

Students are prohibited from stealing or attempting to steal school or private property, and/or from knowingly being in possession of stolen property. Students also are prohibited from damaging or attempting to damage any school property or private property at any time when board policies are applicable as defined in this code.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

RULE 9 Trespass

Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted under any of the following circumstances:

- a student who is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of the school the student is visiting;
- any student who loiters at any school after the close of the school day without specific need or supervision; or
- any student who has been suspended from school who appears on the property of any school during the suspension period without the express permission of the principal.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

RULE 10 Assaults and Physical Injury

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

A minor physical altercation that does not involve a weapon or an injury is a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

A serious physical altercation that involves a weapon or injury is considered a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

RULE 11 Threats

Students are prohibited from directing toward any other person any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence or disruption.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

RULE 12 Harassment

Students are prohibited from engaging in or encouraging any form of harassment, including bullying, against students, employees or any other individuals on school grounds or at school-related functions. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident if sufficiently severe. Harassment is further defined in policy 1710/4021/7230, Prohibition against Discrimination, Harassment, and Bullying.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

RULE 13 Bullying

Bullying is conduct that subjects a student to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate, cause emotional distress or provoke a disorderly response from the student being treated in this manner. Bullying usually involves intentional, repeated and harmful acts, words or behavior directed to a particular student or group of students. Bullying may include, but is not limited to, name calling, threatening, social alienation, spreading rumors, spitting, pushing or punching.

Any student with a complaint about bullying should report it to the principal or assistant principal. In addition, any employee who has witnessed or has reliable information that a student has been subjected to bullying should report it immediately to the principal or assistant principal.

Complaints of harassment will be investigated pursuant to policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

RULE 14 Hazing

Hazing by any individual or group associated with the school system is prohibited and will not be tolerated. Hazing is defined as subjecting another student to physical injury or assault as part of an initiation or as a prerequisite to membership into any organized school group, including any athletic team, club, society or similar group. Hazing includes, but is not limited to, requiring any student to wear abnormal dress or costume on campus; playing abusive or ridiculous tricks on a student; frightening, scolding, beating or harassing a student; or subjecting a student to personal indignity.

The board of education reserves the right to disband any extracurricular club or athletic team due to hazing, if the circumstances merit such action.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

RULE 15 Weapons

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include all of the following:

- loaded or unloaded firearm, including a gun, pistol or rifle;
- explosives, including a dynamite cartridge, bomb, grenade or mine;
- knife, including a pocket knife, bowie knife, switchblade, dirk, dagger or machete;
- slingshot or slungshot;
- leaded cane, loaded cane or canesword;
- blackjack;
- metal knuckles;
- BB gun;
- air rifle or air pistol;
- stun gun or other electric shock weapon;
- ice pick;
- razor or razor blade (except solely for personal shaving);
- fireworks; and
- any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a law enforcement officer or a school employee as soon as practical.

This rule does not apply to pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties; nor does this section apply to a firearm that was brought onto educational property for activities approved and authorized by the Board of Education.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. As required by law, a student who brings or possesses a firearm or destructive device on educational property or at a school-sponsored event off educational property shall be suspended for 365 days. The superintendent may modify the required 365 day suspension for an individual student on a case-by-case basis. A student who brings a firearm or powerful explosive to school also shall be referred to the criminal justice or juvenile justice system.

RULE 16 Bomb Threats

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax.

Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a law enforcement officer or a school employee as soon as practical.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. A student who violates this rule also shall be referred to the criminal justice or juvenile justice system.

RULE 17 Terrorist Threats

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school district property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax.

Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax must notify a law enforcement officer or a school employee as soon as practical.

No student shall:

- a. make a false report that there is a device, substance or material designed to cause harmful or life-threatening illness or injury to another person located on school property or at a school-related or school-sponsored activity;
- b. conceal, place, disseminate or display a device, machine, instrument, artifact, letter, package material or substance on school property or at a school-related or school-sponsored activity with the intent to cause others to believe the device is a substance or material capable of causing harmful or life-threatening illness or injury to another person;
- c. threaten to commit on school property or at a school-related or school-sponsored activity an act of terror that is likely to cause death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption;
- d. make a false report that there is about to occur or is occurring on school property or at a school-related or school-sponsored activity an act of terror that is likely to cause serious injury or death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption;
- e. conspire to commit any of the above-described acts.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. A student who violates this section also will be referred to the criminal justice and/or juvenile justice system.

RULE 18 Gang-Related Activities

The presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities.

No student on or about school property or at any school activity shall:

1. wear, possess, use distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang, as identified by school personnel;
2. commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in any gang;
3. use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in any gang;

- b. requesting any person to pay protection or otherwise intimidate or threaten any person;
- c. committing any other illegal act or other violation of school district policies; and
- d. inciting other students to act with physical violence upon another person.

School administrators are responsible for compiling and updating a list of prohibited gang attire or symbols and publicizing it to students.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

RULE 19 Criminal Behavior

Criminal or other illegal behavior is prohibited. Any student who the principal reasonably believes to have engaged in criminal behavior on the school premises or at school activities will be subject to appropriate disciplinary action as stated in applicable board policies and may be criminally prosecuted as well. For the purposes of this section, "school premises" includes any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal.

School officials will cooperate fully with any criminal investigation and prosecution. School officials will independently investigate any criminal behavior that also violates school rules or board policy.

STUDENTS CHARGED WITH OR CONVICTED OF CRIMINAL BEHAVIOR

If necessary, the superintendent and principal may take reasonable measures to preserve a safe, orderly environment when a student has been charged or convicted with a serious crime, regardless of whether the alleged offense was committed on school grounds or related to school activities. Depending upon the circumstances, including the nature of the alleged crime, the child's age, and the publicity within the school community, reasonable efforts may include changing a student's classroom assignment or transferring the student to another school. Transfer to the alternative school may be made in accordance with the criteria established in board policy 3470/4305, Alternative Schools. The student will continue to be provided with educational opportunities unless and until the student is found to have violated board policy or school rules and is suspended or expelled in accordance with procedures established in board policy.

REPORTING CRIMINAL BEHAVIOR

The principal must report immediately to law enforcement officers and the superintendent the following acts when the principal has personal knowledge or actual notice from others that such acts occurred on school property, regardless of the age or grade of the perpetrator or victim:

- assault resulting in serious personal injury;
- sexual assault;
- sexual offense;
- rape;
- kidnapping;
- indecent liberties with a minor;
- assault involving the use of a weapon;
- possession of a firearm in violation of the law;
- possession of a weapon in violation of the law;
- possession of a controlled substance in violation of the law;
- assault on school officials, employees and/or volunteers;
- homicide, including murder, manslaughter and death by vehicle;
- robbery; or armed robbery;
- theft from the person;
- theft of property valued over \$75.00
- breaking or entering of a school;
- theft from a motor vehicle(s);
- theft of a motor vehicle;
- arson;
- possession of stolen property;
- vandalism over \$200.00.

A violation of this rule is deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

RULE 20 Attendance

Students must comply with attendance requirements as outlined in board policy 4400, Attendance.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Provided, however, a student shall not be subject to a suspension of more than two days for a violation of this policy.

E. ENFORCEMENT

The superintendent is responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system.

Legal References: G.S. 115C-47, -276(r), -288, -307, -390.1, -390.2

Cross References: Goals and Objectives of the Educational Program (policy 3000), Counseling Program (policy 3610), Domicile or Residence Requirements (policy 4120), Student Behavior policies (4300 series)

Adopted: April 4, 1977

Revised: August 5, 1991; January 10, 1994; April 3, 2000; October 4, 2004; October 6, 2008, February 8, 2010, July 13, 2011; September 10, 2018

**PROHIBITION AGAINST DISCRIMINATION,
HARASSMENT, AND BULLYING**

Policy Code: **1710/4021/7230**

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability, or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities or programs.

A. Prohibited Behaviors and Consequences

1. Discrimination, Harassment, and Bullying

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment, and bullying.

Students are expected to comply with the behavior standards established by board policy and the Code of Student Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school’s student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide, or school system-wide response is necessary. Such classroom, school-wide, or school system-wide responses may include staff training, harassment and bullying prevention programs, and other measures deemed appropriate by the superintendent to address the behavior.

2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies, and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. Application of Policy

This policy prohibits unlawful discrimination, harassment, and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors, and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

C. Definitions

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, or disability. Discrimination may be intentional or unintentional.

2. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;
- 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- 3) such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an

educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual assault, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

D. Reporting and Investigating Complaints of Discrimination, Harassment, or Bullying

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. Training and Programs

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment, and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the board will provide additional training for students, employees, and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment, and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment, or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment, or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet.

F. Notice

The superintendent is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying established in policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. The superintendent must ensure that each

school principal provides a copy of this policy and policy 1720/4015/7225 to students, employees, and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school system website, and copies of the policies must be readily available in the principal's office, the media center at each school, and the superintendent's office. Notice of the policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

G. Coordinators

The superintendent has appointed the following individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act, and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws.

1. Title IX Coordinator

Name: Jermaine White

Office Address: 1008 South 11th Street, Lillington, NC 27546

Phone Number: 910-893-8151, ext. 419

2. Section 504 Coordinator

Name: Lauren Cappola

Office Address: 1008 South 11th Street, Lillington, NC 27546

Phone Number: 910-893-8151, ext. 463

3. ADA Coordinator

Name: Tina Tasker

Office Address: 1008 South 11th Street, Lillington, NC 27546

Phone Number: 910-893-8151, ext. 457

4. Age Discrimination Coordinator

Name: Jermaine White

Office Address: 1008 South 11th Street, Lillington, NC 27546

Phone Number: 910-893-8151, ext. 419

5. Coordinator for Other Non-discrimination Laws

Name: Jermaine White

Office Address: 1008 South 11th Street, Lillington, NC 27546

Phone Number: 910-893-8151, ext. 419

H. Records and Reporting

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment, or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such

complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination, harassment, and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment, or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

I. Evaluation

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment, and bullying and shall share these evaluations periodically with the board.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (October 26, 2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (April 4, 2011) available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>; *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); G.S. 115C-335.5, -407.15 through -407.18; 126-16; State Board of Education Policy SSCH-000

Cross References: Discrimination, Harassment, and Bullying Complaint Procedure (policy 1720/4015/7225), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Prohibition Against Retaliation (policy 1760/7280), Equal Educational Opportunities (policy 4001), School Plan for Management of Student Behavior (policy 4302), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Recruitment and Selection of Personnel (policy 7100), Professional Employees: Demotion and Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: 12/07/2009

Revised: 02/22/2012; 12/07/2015; 03/05/2018

**DISCRIMINATION, HARASSMENT, BULLYING
AND CYBERBULLYING COMPLIANT PROCEDURE**

Policy Code: 1720/4015/7225

The board takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of policy [1710/4021/7230](#), Prohibition Against Discrimination, Harassment, and Bullying; Prohibition Against Discrimination, Harassment, and Bullying or policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy, or online through the school system's online reporting system. Reports may be made anonymously.

A. DEFINITIONS

1. Alleged Perpetrator

The alleged perpetrator is the individual alleged to have discriminated against, harassed, or bullied the complainant.

2. Complaint

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment, or bullying.

3. Complainant

The complainant is the individual complaining of being discriminated against, harassed, or bullied.

4. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday – Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

5. Investigative Report

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

6. Investigator

The investigator is the school official responsible for investigating and responding to the complaint.

7. Report

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment, or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has other reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of policy [1710/4021/7230](#) or policy 1730/4022/7321 must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment or bullying will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances, regardless of the alleged victim's willingness to cooperate. At the option of the alleged victim, the report may be treated as a formal complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Filing a Complaint

Any individual who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;

- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment ~~or~~ (See policy 1710/4021/7320 for contact information)
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability (see policy 1710/4021/7230 for contact information); or
- f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 1710/4021/7230.

2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution

The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The board encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence, complaints by a student of sexual harassment perpetrated by an employee, or when otherwise inappropriate. Informal procedures may be used only if the parties involved voluntarily agree.

If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to end the informal process and begin formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time. If informal procedures fail to resolve the matter in a reasonable period of time or are inappropriate. If the complainant requests formal procedures, the complaints will be investigated promptly, impartially, and thoroughly according to the procedures outlined in the remainder of this policy.

4. Other Resources

Individuals may also contact the Office for Civil Rights at the U.S. Department of Education:

4000 Maryland Ave, SW

Washington, DC 20202-1475

Telephone: 202-453-6020 TDD: 800-877-8339

Fax: 202-453-6021 Email: OCR.DC@ed.gov

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION OR HARASSMENT BULLYING

1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows:
 - i. If the alleged incident occurred under the jurisdiction of the principal. The investigator is the principal or designee, unless the alleged perpetrator is the principal, the assistant superintendent of human resources, the superintendent, or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the assistant superintendent of human resources or designee.
 - ii. If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.
 - iii. If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the assistant superintendent of human resources or designee is the investigator unless the alleged perpetrator is the assistant superintendent of human resources, the superintendent or a member of the board.

- iv. If the alleged perpetrator is the assistant superintendent of human resources, the superintendent or designee is the investigator.
 - v. If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the assistant superintendent of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)
 - vi. If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)
- b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA coordinator, or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
 - c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.
 - d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy [1710/4021/7230](#).
 - e. Failure to investigate and/or address claims of discrimination, harassment, bullying, or cyberbullying shall result in disciplinary action.
2. Conducting the Investigation
- a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy [1710/4021/7230](#) or policy [1730/4022/7231](#). In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); (4) any other individuals, including, other possible victims, who may have relevant information. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.
 - b. The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information. Any requests by the complainant for confidentiality will be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy [1710/4021/7230](#).
 - c. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances. The investigator shall submit a written investigative report to the superintendent and as applicable, to the Title IX, Section 504, ADA, or other coordinator.
3. Notice to Complainant. Alleged Perpetrator
- a. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
 - i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;
 - ii. as needed, reasonable steps to address the effects of the discrimination, harassment or bullying, on the complainant; and
 - iii. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
 - b. If required by law, information regarding specific disciplinary action imposed on the alleged perpetrator(s) will be given to the complainant such as, when the information relates directly to the complainant (e.g., an order requiring the perpetrator

not to have contact with the complainant). School officials are encouraged to consult with the superintendent and board attorney before releasing such information, however.

c. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy [1710/4021/7230](#). If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

4. Appeal

- a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the notice of the results of the investigation. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
- b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within 5 days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary, and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review, or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.

5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

G. RECORDS

Records will be maintained as required by policy [1710/4021/7230](#).

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621 et seq.](#), 34 C.F.R. pt 110; Americans with Disabilities Act, [42 U.S.C. 12101 et seq.](#), [28 C.F.R. pt. 35](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d et seq.](#), [34 C.F.R. pt. 100](#); Title VII of the Civil Rights Act of 1964, [42 U.S.C. 2000e et seq.](#), [29 C.F.R. pt. 1604](#); Title IX of the Education Amendments of 1972, [20 U.S.C. 1681 et seq.](#), [34 C.F.R. pt. 106](#); Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); Notice of Non-Discrimination, United States Department of Education, Office of Civil Rights (2010); [Gebser v. Lago Vista Independent School District](#), 524 U.S. 274, (1998); [Davis v. Monroe County Board of Education](#), 526 U.S. 629 (1999); [G.S. 115C-407.15 through -407.1810](#)

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy [1710/4021/7230](#)), Student and Parent Grievance Procedure (policy [1740/4010](#)), Hearings Before the Board (policy [2500](#)), Assaults, Threats and Harassment (policy [4331](#))

Adopted: December 7, 2009

Revised: February 22, 2012; May 5, 2014; March 5, 2018

HARNETT COUNTY COMPLIES WITH FEDERAL REGULATIONS, ENCOURAGES PARENTS TO STUDY THE FOLLOWING STATEMENTS

In compliance with federal law, Harnett County Schools administers all state and federally operated educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to Tina Tasker (ADA-Americans with Disabilities Act), Lauren Cappola (Section 504), or Jermaine White (Title IX) at:

Harnett County Board of Education
1008 South 11th Street, Lillington, NC 27546
Telephone: (910) 893-8151 - Fax: (910) 893-8839

STUDENTS WITH DISABILITIES

It is expected that most students with disabilities be tested just as students without disabilities are tested. However, some students have needs as a result of their disabilities that require their nonparticipation in the Standard Course of Study and for that reason will not participate in the statewide student accountability standards. For these students, the IEP Team makes the determination that the students will be exempted from the statewide student accountability standards. Students with disabilities who participate in the

statewide student accountability standards must be given the same opportunities as students without disabilities who score below Level III, including retesting, focused intervention, and waiver considerations.

- To the extent possible, all students with disabilities shall participate in the statewide student accountability standards for elementary, middle, and high school levels.
- Students with disabilities may be exempt from the statewide student accountability promotion standards by the Individualized Education Program Team, including the principal or school district representative, if it is determined by the team that the students do not have the ability to participate in the State Standard Course of Study. However, they shall be enrolled in a functional curriculum and demonstrate acceptable outcomes on the alternate assessments. These students may receive a certificate of achievement or graduation certificate.
- All interventions/remediation and other opportunities, benefits and resources that are made available to students without disabilities shall be made available to students with disabilities who participate in the student promotion standards. All services offered are in addition to the special education services provided to the student.

Questions or concerns related to Students with Disabilities should be referred to Tina Tasker, Director of Programs for Exceptional Children, telephone: (910) 893-8151 or by email: ttasker@harnett.k12.nc.us.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and is the guideline to remove all unfair sex discrimination practices.

Questions or concerns related to Title IX should be directed to Jermaine White, Assistant Superintendent for Student Services, telephone: (910) 893-8151 or by email: jwhite1@harnett.k12.nc.us

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in education programs.

Any individual who has a physical or mental impairment which substantially limits one or more of his/her major life functions may qualify for identification for services under Section 504 of the Rehabilitation Act. Identification and services are made available through the local school Assistance Team. Questions may be directed toward the local school principal or classroom teacher.

Questions or concerns related to Section 504 should be directed to Lauren Cappola, Director of School Counseling, telephone: (910) 893-8151 or by email: lcappola@harnett.k12.nc.us

An Assistant Superintendent has been appointed to hear cases dealing with non-compliance with Section 504 regulations. The office is located in the Board of Education Annex, 1008 11th Street, Lillington, phone number: 910-893-8151. (Re: Federal Register Vol. 45, No. 92, May 9, 1980, Page 30939, Section 104.7 and 194.8).

ANTI-HARASSMENT STATEMENT

Harnett County Schools (HCS) acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. HCS does not tolerate any form of harassment, including harassment based on disability, in any of its educational or employment activities. Anyone who has been the victim of acts of harassment, or who has reliable information about others having been the victim of acts of harassment, is encouraged to report those acts to Jermaine White, Assistant Superintendent of Student Services, by email at jwhite1@harnett.k12.nc.us, or by telephone at

910.893-8151. HCS considers harassment a serious offense, and is committed to promptly, thoroughly, and impartially investigating all reports of harassment. Individuals found to have violated HCS policy prohibiting harassment are subject to the following discipline: students may be suspended or expelled; employees may be dismissed; and volunteers may be removed from campus and face criminal charges. HCS is committed to eliminating harassment from its schools, and encourages employees, students, parents, and volunteers to work together to prevent acts of harassment of any kind.

DECLARACIÓN EN CONTRA DEL HOASTIGAMIENTO

Las Escuelas del Condado de Harnett (HCS) reconocen la dignidad y el valor de todos los estudiantes y empleados, y se esfuerza por crear un ambiente escolar seguro, ordenado, atento y acogedor para facilitar el aprendizaje y el rendimiento de los estudiantes. HCS no tolera ninguna forma de hostigamiento, incluyendo el hostigamiento por discapacidad, en ninguna de sus actividades educativas o de empleo. Se le pide a cualquier persona que haya sido víctima de actos de hostigamiento, o que tenga información confiable acerca de que otros hayan sido víctima hostigamiento, a que reporte estos actos a Jermaine White, Asistente del Superintendente de Servicios Estudiantiles, por correo electrónico a jwhite1@harnett.k12.nc.us o por teléfono al 910-893-8151. HCS considera que el hostigamiento es un delito grave, y se compromete a una investigación rápida, exhaustiva e imparcial de todas las denuncias de hostigamiento. Las personas que hayan violado la política de HCS que prohíbe el hostigamiento, están sujetos a la siguiente disciplina: los estudiantes pueden ser suspendidos o expulsados; los empleados pueden ser despedidos; y los voluntarios pueden ser removidos de la escuela y pueden enfrentar cargos criminales. HCS se ha comprometido a eliminar el hostigamiento de sus escuelas, y ánima a los empleados, estudiantes, padres, y voluntarios a que trabajen juntos para prevenir actos de hostigamiento de cualquier tipo.

STUDENT AND PARENT GRIEVANCE PROCEDURE

Policy Code: 1740/4010

A. OPTIONS FOR RESOLVING COMPLAINTS

The board strives to resolve concerns and complaints whenever possible. To this end, the board has provided opportunities for students and parents to express their concerns through processes established in board policies. Policy [1742/5060](#), Responding to Complaints, identifies these different processes and provides a mechanism for resolving complaints in an informal manner.

While the board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if an informal process did not produce satisfactory results. This policy provides a complaint procedure that may be used as described below.

Any parent or student who has questions about the options for proceeding with a complaint or concern may contact the principal or the superintendent for further information and copies of all applicable board policies.

B. DEFINITIONS

1. Days

Days are working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day shall be the first full working day following the receipt of the grievance. After May 1, time limits will consist of all weekdays (Monday - Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

2. Final Administrative Decision

Final administrative decision is a decision of a school employee from which no further appeal to a school administrator is available.

3. Grievance

A grievance is a formal complaint regarding specific decisions made by school personnel that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted or violated. The term "grievance" does not include any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act. Claims of discrimination harassment or bullying must be processed under policy 1720/4015/7225, *Discrimination, Harassment and Bullying Complaint Procedure*.

4. Grievant

The Grievant is the parent, student or group of parents or students submitting the grievance.

5. Official

The Official is the school system employee hearing and responding to the grievant.

C. TIMELINESS OF PROCESS

The number of days indicated at each step of the grievance process should be considered a maximum, and every effort should be made to expedite the process.

Failure by the official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official shall make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays that interfere with the exercise of the grievant's legal rights are not permitted.

Failure by the grievant at any step of the process to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at the current step, unless the grievant has notified the official of a delay and the reason for the delay and the official has consented in writing to the delay.

D. GENERAL REQUIREMENTS

1. No reprisals of any kind will be taken by the board or by an employee of the school system against any grievant or other student or employee because of his or her participation in a grievance filed and decided pursuant to this policy.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually.

4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

E. PROCESS FOR GRIEVANCE

1. Filing a Grievance

- a. Whenever a student or parent or guardian believes that he or she has been adversely affected by a decision of a school employee, the student or parent or guardian may file a grievance as provided in this policy.
- b. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 day period that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students and parents and guardians should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.
- c. A student or parent or guardian who has a grievance must provide the following information in writing to the principal: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; and (4) the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established in board policy [1742/5060](#) is appropriate and the principal shall address the concern following that policy.
- d. Even if the principal is the employee whose decision or action is at issue, the student must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student may submit the grievance directly to the superintendent or designee.
- e. If a student wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student, the general process described in this policy will be used, except that the grievance will be submitted to the assistant superintendent of human resources, who shall forward the grievance to the board chairperson.

2. Investigation

- a. The principal shall schedule and hold a meeting with the student and/or parent or guardian within five school days after the grievance has been filed with the principal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student.
- b. The principal shall conduct any investigation of the facts necessary before rendering a decision.

3. Response by Principal

- a. The principal shall provide a written response to the written grievance within 10 days of the meeting. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal may not disclose information about other students or employees that is considered confidential by law.
- b. A copy of the grievance and the principal's response shall be filed with the superintendent.

4. Response by Superintendent

- a. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent. The appeal must be made in writing within five days of receiving the principal's decision.
- b. The superintendent may review the written documents and respond, or the superintendent may schedule and hold a conference with the grievant, principal, and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student.
- c. The superintendent shall provide a written response within 10 days after receiving the appeal. In responding, the superintendent may not disclose information about other students or employees that is considered confidential by law.

5. Appeal to the Board

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant will have ~~the~~ right to appeal a final administrative decision to the board of education (see subsection E.5.a, Mandatory Appeals, below). If a grievant has not alleged such specific violations, he or she may request a hearing before the board, which the board may grant at its discretion (see Discretionary Appeals below).

a. Mandatory Appeals

- 1) If the grievant is dissatisfied with the superintendent's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant may appeal the decision to the board within five days of receiving the superintendent's response.
- 2) A hearing will be conducted pursuant to board policy [2500](#), Hearings Before the Board.
- 3) The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

b. Discretionary Appeals

- 1) If the grievant is dissatisfied with the superintendent's response to his or her grievance but has *not* alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, then within five days of receiving the superintendent's response, the grievant may submit to the superintendent a written request for a hearing before the board of education.

- 2) If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chair will appoint a three-person panel to review the request and determine to (1) deny the appeal; (2) review the superintendent's decision on the written record only; or (3) grant a hearing. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.
- 3) If the board denies the appeal, the decision of the superintendent will be final and the grievant will be notified within five days of the board's decision.
- 4) If the board decides to grant a hearing, the hearing will be conducted pursuant to board policy [2500](#).
- 5) The board will provide a final written decision within 30 days of the decision to grant an appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

F. NOTICE

The Superintendent or designee is responsible for providing effective notice to students, parents and school system employees of the procedures for reporting and investigating grievances.

G. RECORDS

Appropriate records shall be maintained in accordance with state and federal law.

H. NOTICE

The superintendent or designee is responsible for providing effective notice to students, parents and school system employees of the procedures for reporting and investigating grievances.

Legal References: *G.S. 115C-45C; 126-16 150B-43 et seq.*

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy [1710/4021/7230](#)), Discrimination, Harassment and Bullying Complaint Procedure (policy [1720/4015/7225](#)). Responding to Complaints (policy [1742/5060](#)), Sexual Harassment Complaint Procedure for Students (policy [1745/4027](#)), Hearings Before the Board (policy [2500](#)), Student Discipline Policies ([4300](#) series)

Adopted: May 4, 2009

Revised: March 5, 2018

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the Harnett County School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the

record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Harnett County Schools to amend a record that they believe is inaccurate or misleading. They should make a written request to the school principal which clearly identifies the part of the record they want changed and specifies why it is inaccurate or misleading. If Harnett County Schools decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Harnett County Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Harnett County Board of Education; a person or company with whom Harnett County Schools has contracted to perform a special task (such as a therapist, auditor, medical consultant, or attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request from officials of another school district in which the student seeks or intends to enroll, Harnett County Schools will forward education records without consent from the parent or eligible student.

Schools may disclose directory information without consent. The District has designated the following as directory information: a student's name; address; telephone listing; photograph; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; diplomas, certification, and awards received; and most recent school or education institution attended by the student. Directory information does not include the telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program.

***** Any parent or eligible student may request that such directory information not be disclosed by submitting a written request to the principal of the school that the student attends. *****

As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters and institutions of higher learning. A parent or eligible student, however, may request that this information not be released without prior written consent by submitting a written request to the principal of the school that the student attends.

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Harnett County Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605**

Family Educational Rights and Privacy Act (FERPA)

Model Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Harnett County Schools**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Harnett County Schools** may disclose appropriately designated "directory information" without written consent, unless you have advised the **Harnett County Schools** to the contrary in accordance with **Harnett County Schools** procedures. The primary purpose of directory information is to allow the **Harnett County Schools** to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [**Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).**]

If you do not want **Harnett County Schools** to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the **Harnett County Schools** in writing by September 20, 2019. **Harnett County Schools** has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

ATTENDANCE

Policy Code: 4400

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

A. Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or

9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440(for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

C. School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

The principal shall notify parents and take all other steps required by G.S. 115C-378for excessive absences. Students may be suspended for up to two days for truancy.

If a student is absent from school for five or more days in a semester, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade for the semester;
2. the student's grade will be reduced;

3. the student will receive the grade otherwise earned; or

4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5; 130A-440; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies ATND-000, -003, NCAC-6E.0104

Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Immunization and Health Requirements for School Admission (policy 4110), Short-Term Suspension (policy 4351)

Adopted:

Revised: September 10, 2018

STUDENT SEARCHES

Policy Code: 4342

School officials have the authority to conduct reasonable searches and seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and for upholding standards of conduct established by the board or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception and permissible in scope. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

Policy 3225/4312/7320, Technology Responsible Use, not this policy, applies to the search of school system-owned technological resources and the data located on school system-owned electronic equipment.

A. SEARCHES BASED ON INDIVIDUALIZED REASONABLE SUSPICION

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a law or a school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment. The scope of the search and the methods used to conduct the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her person or personal effects.

In accordance with the standards described above, the board authorizes the following types of searches based on reasonable suspicion.

1. Searches of Personal Effects

School officials may search a student's desk, locker, and/or personal effects, including but not limited to purses, book bags, and outer clothing. Policy 4318, Use of Wireless Communication Devices, addresses the circumstances under which searches of student cell phones and other electronic devices may be conducted.

2. Searches of Motor Vehicles

School officials may search the interior of a student's motor vehicle.

3. "Pat-down" Searches

A school official may conduct a frisk or "pat-down" search of a student's person. The search must be conducted in private by a school official of the same gender with an adult witness present.

4. More Intrusive Personal Searches

More intrusive personal searches are discouraged and are to be used only in very limited circumstances. A personal search is more intrusive when it extends beyond a student's personal effects and outer clothing and potentially exposes intimate body parts and/or undergarments. Such intrusive personal searches will be permissible only if: (1) the school official has reasonable suspicion that a search of a particular student will yield dangerous contraband (e.g., drugs or weapons); and (2) the school official has reasonable suspicion that the student has hidden the contraband in his or her undergarments. This search must be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only with the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures. Body cavity searches and searches that require a student to completely disrobe are strictly prohibited.

5. Metal Detector Searches

Except as provided in Section B.2, below, a metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official and will be done in private, when feasible.

B. PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule.

If a frisk or "pat down" search of a student's person is conducted, it must be conducted in private by a school official of the same gender and with an adult witness present, when feasible.

If the school official has reasonable grounds for suspecting that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may be conducted only in private by a school official of the same gender, with an adult witness of the same gender present, and only upon the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures.

C. USE OF METAL DETECTORS

A metal detector may be used to search a student's person and/or personal effects whenever a school official has reasonable grounds for suspecting that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, when feasible.

A school official is authorized to conduct general searches of students and other persons and their personal effects with a metal detector before the person may gain entry to the school campus or any school-sponsored extracurricular activity. The search must be conducted in accordance with procedures established by the superintendent or designee. Prior to conducting general searches, school administrators must: (1) demonstrate to the superintendent the need for general searches based upon a pattern or expectation of violence or disruption; and (2) provide written notice, if feasible, to students and parents of the school policy governing general searches, but not of specific times when or places where searches will be conducted. Any search conducted pursuant to this policy must be conducted by a school official.

D. DESK AND LOCKER SEARCHES

Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized or contraband materials. Inspections of desks and lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time, without notice, without consent, and without a search warrant. A student's personal effects found in a desk or locker, such as backpacks, gym bags or purses, may be searched only pursuant to guidelines for personal searches described above.

E. SEARCHES OF STUDENT MOTOR VEHICLES

Students are permitted to park on school premises as a matter of privilege, not of right. School officials have authority to patrol student parking lots at all times to maintain safety in the parking lots. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule.

F. USE OF TRAINED DOGS IN CONDUCTING SEARCHES

With the prior approval of the superintendent, school officials may use trained dogs in inspections for illegal materials in school facilities, on school grounds and in school parking lots. All dogs must be accompanied by a qualified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, student motor vehicles and other inanimate objects. Such inspections are not considered searches and do not require notice or consent.

Dogs may not be used for random searches of students or other persons. If a school official has reasonable suspicion that a student possesses illegal material on his or her person, a dog may sniff the air near the student. Such a search will be conducted in private with the school official and an adult witness present, when feasible.

Legal References: U.S. Const. amend. IV; G.S. 115C-47, -288, -307, -391

Cross References: School Plan for Management of Student Behavior (policy 4302), School Level Investigations (policy 4340)

Adopted: January 11, 1988

Revised: January 10, 1994; October 4, 2004; March 29, 2010; September 10, 2018

SMOKING AND TOBACCO PRODUCTS

Policy Code: **5026/7250**

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term “tobacco product” means any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers, and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.
2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.
3. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided that such activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.
4. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to employees of the school system after the regular school day.
5. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students, and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.
6. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel, and the public.
7. All school personnel are required to adhere to and enforce this policy and other policies, rules, or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, 20 U.S.C. 6081 *et seq.*; 21 U.S.C. 321 (rr); G.S. 14-313; 115C-47(18), -407

Cross References: Tobacco Products – Students (policy 4320)

Adopted: 12/05/2004

Revised: 01/12/2004; 10/27/2008; 04/08/2013; 12/07/2015

TECHNOLOGY ACCEPTABLE USE

Policy Code: 3225/4312

A. Expectations for Use of School Technological Resources

The use of school system technological resources is a privilege not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. Rules for Use of School Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic,

or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. PARENT CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate file server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

G. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view material that are not age-appropriate. An individual volunteer’s relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101et seq.; 20 U.S.C. 7131; G.S. 115C-325(e), (applicable to career status teachers), -325.4(applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), Web Page Development (3227/7322), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records - Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted: January 4, 1999

Revised: September 8, 2003, October 3, 2005, July 7, 2009, July 13, 2011, February 22, 2012, June 30, 2015, May 14, 2018

STUDENT MEMBERSHIP & PARTICIPATION IN EDUCATIONAL WEBSITES

Students enrolled in Harnett County Schools will have access to several web-based resources that will enhance their educational experience. Examples of such resources are Google Apps (including Gmail), Edmodo (www.edmodo.com), DropBox (www.dropbox.com) and EverNote (www.evernote.com).

Some websites require that children under 13 years of age have parental consent for membership in these sites. **YOUR SIGNATURE OF THE STUDENT HANDBOOK INDICATES YOUR CONSENT FOR YOUR CHILD TO HAVE MEMBERSHIP IN THE WEBSITES THAT ARE APPROVED AND ENDORSED BY HARNETT COUNTY SCHOOLS.** (The approved list can be found on the Harnett County Schools website.) Classroom teachers may seek consent for other websites not covered under this agreement. Such consent will be sought on a case-by-case basis by the individual teacher. Each parent/guardian will be offered the opportunity to “opt out” of such resources.

IF YOU DO NOT WISH FOR YOUR CHILD TO HAVE MEMBERSHIP IN THESE APPROVED SITES, PLEASE COMPLETE THE FORM BELOW AND RETURN IT TO YOUR CHILD’S SCHOOL.

I **DO NOT** wish for my child to participate in any online web resources that are approved by Harnett County Schools.

Student’s Name

Homeroom Teacher

Parent/Guardian Name (Printed)

Parent/Guardian Signature

NETWORK SECURITY

Policy Code: 6524

The school system computers, networks and other technological resources support the educational and administrative functions of the school system. Because employees and students depend on these systems to assist with teaching and learning and because sensitive and confidential information may be stored on these systems, system integrity and security is of utmost importance.

A. NETWORK AND INFORMATION SECURITY

The school system information technology systems are valuable assets that must be protected. To this end, school technology personnel shall evaluate each information technology asset and assign protective controls that are commensurate with the established value of such assets. Appropriate security measures must be in place to protect all information technology assets from accidental or unauthorized use, theft, modification or destruction and to prevent the unauthorized disclosure of restricted information. Network security measures must include an information technology system disaster recovery process. Audits of security measures must be conducted annually.

All personnel shall ensure the protection and security of information technology assets that are under their control.

B. SECURITY AWARENESS

The technology director or designee shall provide employees with information to enhance awareness regarding technology security threats and to educate them about appropriate safeguards, network security and information security.

C. MALWARE PROTECTION

Malware detection programs and practices must be implemented throughout the school system. The superintendent or designee is responsible for ensuring that the school system network includes current software to prevent the introduction or propagation of computer malware.

D. TRAINING FOR USE OF TECHNOLOGICAL RESOURCES

Users should be trained as necessary to use technological resources effectively and in a manner that maintains the security of the network infrastructure and ensures compliance with state and federal law and regulations. Such training should include information related to remote access, virus protection, the state student information and instructional improvement system applications, network and information security, and other topics deemed necessary by the superintendent or technology director. Training may be conducted as part of the technology-related professional development program (see policy 3220, Technology in the Educational Program).

E. ACCESS TO INFORMATION TECHNOLOGY SYSTEMS

Access to the school system’s information technology assets will be controlled and managed to ensure that only authorized devices/persons have access.

1. User ID and Password

All users of information technology systems must be properly identified and authenticated before being allowed to access such systems. The combination of a unique user identification and a valid password is the minimum requirement for granting access to information technology systems. Depending on the operating environment, information involved and exposure risks, additional or more stringent security practices may be required as determined by the superintendent or technology director. The technology director or designee shall establish password management capabilities and procedures to ensure the security of passwords.

2. Student Information System

The technology director or designee shall ensure that all school system computers with access to the state student information system application pursuant to State Board of Education Policy SBOP-018 adhere to relevant standards and requirements established by the State Board of Education, including provisions related to the user identification, password and workstation security standards.

Employees must follow such standards when using any computer to access the student information system, including when using the employee's personal computer.

3. Remote Access

The superintendent and technology director may grant remote access to authorized users of the school system's computer systems. The technology director or designee shall ensure that such access is provided through secure, authenticated and carefully managed access methods.

Legal References: G.S. 115C-523, -524; State Board of Education Policy SBOP-018

Cross References: Professional and Staff Development (policy 1610/7800), Technology in the Educational Program (policy 3220), Technology Acceptable Use (policy 3225/4312/7320), Internet Safety (policy 3226/4205), School Improvement Plan (policy 3430), Use of Equipment, Materials and Supplies (policy 6520)

Other References: State of North Carolina Statewide Information Security Manual (Enterprise Security and Risk Management Office), available at <http://it.nc.gov/document/statewide-information-security-manual>

Adopted: July 9, 2009

Revised: July 13, 2011; February 4, 2019

USE OF WIRELESS COMMUNICATION DEVICES

Policy Code: 4318

The board recognizes that cellular phones have become an important tool through which people communicate with their children. Therefore, students are permitted to possess such devices on school property so long as such devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

A. AUTHORIZED USE

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices for the duration of such programming.

B. CONSEQUENCES FOR UNAUTHORIZED USE

School employees may immediately confiscate any wireless communication device that is on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian.

The disciplinary consequences for violations of this policy will be consistent with section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy. The following factors should be considered when determining appropriate consequences whether the wireless communication devices was used: (1) to reproduce images of tests, to obtain unauthorized access to school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students (3) to send illicit text messages (4) to take and/or send illicit photographs; or (5) In any other manner that would make more severe disciplinary consequences appropriate.

C. LIABILITY

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or any other personal wireless communication device.

Legal References: G.S. 115C-36, -390.2

Cross References: School Plan for Management of Student Behavior (policy 4302) Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315) Student Searches (policy 4342)

Adopted: July 7, 2009

Revised: September 10, 2018

Student Health

Health Assessment

Within 30 calendar days of the first day of school entry, all kindergarten students and all students entering public schools for the first time, regardless of grade level, must provide to the principal a completed Health Assessment Transmittal (HAT) form pursuant to G. S. 130A-440.

- A student who fails to meet this requirement will not be permitted to attend school until the completed health assessment has been presented.

- The assessment must include a medical history and physical examination with screening for vision and hearing and, if appropriate, testing for anemia and tuberculosis.
- The health assessment must be conducted no more than 12 months prior to the date of school entry. The health assessment shall be conducted by a physician licensed to practice medicine, a physician's assistant as defined in G.S. 90-18.1(a), a certified nurse practitioner, or a public health nurse meeting the Department's Standards for Early Periodic Screening, Diagnosis, and Treatment Screening.
- Exceptions to the health assessment requirement will be made only for religious exemption.

The NC Health Assessment Transmittal for may be downloaded from HCS website- available in English and Spanish.

Immunizations

North Carolina requires immunizations for every child present in the state (listed below). Every parent, guardian, or person in loco parentis is responsible for ensuring that his or her child receives the required immunizations. Proof (e.g. immunization record) of the immunizations required for entry into pre-K, Kindergarten, and 7th grade must be submitted by the parent/guardian to the school within 30 calendar days of attendance. Students who do not comply with this regulation will not be allowed to attend school until the designated, age-appropriate immunization requirements are met and the immunization record is submitted.

You may contact your child's school nurse or visit: <http://www.immunize.nc.gov/schools/k-12.htm>

Requirements for Initial Entry – Kindergarten

- Within 30 calendar days of his or her first day of school attendance in the school system, each student must show evidence of age-appropriate vaccination in accordance with state law and regulation, including the following vaccines:
- Varicella – 2 doses- *The 2nd dose is now required before entering school for the first time.*
- Polio- 4 doses-*The fourth dose must be administered after the 4th birthday. 3 doses if the third dose was administered after the 4th birthday and at least 6 months after the 2nd dose.*
- Measles, Mumps, Rubella- 2 doses of MMR- *The second dose must have been given after 12 months of age.*
- Diphtheria, Pertussis (whooping cough), Tetanus (Tdap)- 5 doses. *If the 4th dose was given after the 4th birthday, the 5th dose is not required.*
- Hepatitis B – 3 doses - the third dose must not have been given before 24 weeks of age.
- Haemophilus influenza Type b (Hib) 3-4 doses-Not required if 5th birthday has passed.

Additional Requirements – Student entering 7th Grade (Tdap and MCV)

- Tdap (Tetanus, Diphtheria, and Pertussis/Whooping Cough) – One dose is required for individuals who have not previously received it and are entering 7th grade or by 12 years of age whichever comes first.
- Meningococcal Conjugate Vaccine (MCV) – One dose is required for individuals who have not previously received it and are entering grade 7 or by 12 years of age whichever comes first.

Recommended Immunizations – All children, according to CDC guidelines

- Influenza – 1 dose per year
- Hepatitis A - 2 doses
- Human papillomavirus (HPV) Gardasil 9 – 3 doses

Certificate of Immunization

- Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunization requirements of G.S. 130A-154(b).
- Principals are required to refuse admittance to any child whose parent or guardian does not present a medical certificate of proper immunizations within the allotted time. Additional days are may be allowed in order to obtain required immunizations if requested in writing from a physician or according to vaccine schedules as defined by CDC.

Parent/Guardian Responsibility

- Submit proof of immunizations (record) within 30 calendar days of school entry to the principal.

Health Conditions

It is our goal to identify and safely care for students with acute and chronic health conditions while at school. A health history form should be completed annually at the beginning of each school year and will be reviewed by staff. Parents/legal guardians must contact the school nurse if an individualized health plan and/or emergency action plan needs to be developed and implemented.

Medication administration authorization forms are available for students needing daily, as needed, and/or emergency medications administered during the school day. Parents/legal guardians are responsible for having the medication form completed by the health care provider and supplying the medication and/or supplies to the school. Please contact the school nurse or staff for health forms and if additional information or assistance is needed.

Garrett's Law

Garrett's Law mandates that schools provide parents/legal guardians with information about meningococcal meningitis, influenza, and the human papillomavirus (HPV) and vaccines that protect against these diseases. This information may be found on the district web page under Health Services and is always available from the school nurse. Students and staff are reminded throughout the school year on communicable disease preventions measures and protective practices. Good hand washing, receiving age appropriate immunizations, staying home when ill and complying with medical treatments/medications as ordered by the healthcare provider are all key components in prevention of communicable diseases.

Student Illness

It is sometimes difficult to know when to keep an ill student home from school. The following guidelines are available to assist in this decision. A student who is ill needs to be away from school to allow for rest, proper recovery and to also prevent the spread of illness to other students and staff. A visit to a healthcare provider may also be needed for proper evaluation and treatment. Parents/legal guardians will be called and are responsible for picking up students who present or become ill at school.

Temporary exclusion is recommended when the child has any of the following conditions:

1. The illness prevents the child from participating comfortably in activities.
2. The illness results in need for care that is greater than staff can provide without compromising the health and safety of other children.
3. A severely ill appearance –this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing or having a quickly spreading rash.

Updated Guidelines for Inclusion/Exclusion from School

Adapted from: Aronson, S.S., T. R. Shope, eds. 2017. Managing Infectious Diseases in child care and schools: A quick Reference Guide, pp. 43-48. 4th Edition. Elk Grove Village, IL: American Academy of Pediatrics.

Condition	When to keep a child home / Exclude from school
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Fever	Temperature 101°F or greater
Diarrhea	<p>Exclude if:</p> <p>Bowel movements (stool) is not contained in the diaper, for diapered children</p> <ul style="list-style-type: none"> · Diarrhea is causing “accidents” for toilet trained children · Stool frequency exceeds 2 stools above normal for that child during the school day · Stool contains blood or mucus
Vomiting	Vomiting more than two (2) times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.
Rash	A visit to healthcare provider is required for rashes that are blistered, draining or appear infectious. Exclude rash with fever or signs/symptoms of infection and/or illness until the primary care provider has determined that the illness is not an infectious disease.
Conjunctivitis (Pinkeye)	Conjunctivitis (pink eye) may be thought of as a cold in the eye. Exclusion is no longer required for this condition.
Impetigo	This condition requires medical treatment. Exclude if the child has not been treated after notifying family at the end of the prior school day. (Note: if lesions can be covered, exclusion is not necessary before the end of the day)
MRSA (methicillin resistant staphylococcus aureas)	Child with lesions suspicious of MRSA must see a healthcare provider for proper diagnosis and treatment. Exclude if child has not been treated, if MRSA is confirmed. Lesions must be kept covered while at school. NCHSAA guidelines must be followed for student athletes diagnosed with MRSA. Note: MRSA carriers should not be excluded
Pediculosis (head lice)	Students with head lice need to receive treatment. Exclude if child had not been treated after notifying the family at the end of the prior school day. Exclusion is not necessary before the end of the school day
Streptococcal Infection – Strep throat, Scarlet fever, etc.	Strep infection requires a prescription medication. Exclude until the child has had two doses of antibiotic. (Note: one dose may be taken the day of exclusion and the second before returning the next day)
Varicella (chicken pox)	An evaluation by a healthcare provider is needed to ensure accurate diagnosis. Exclude until all lesions have dried or crusted (usually 6 days after onset of rash and no new lesions have appeared for at least 24 hours.

Abdominal pain	Exclude if abdominal pain continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
Active Tuberculosis	Exclude until the child's primary doctor or local health department states the child is on appropriate treatment and can return.
Cough	Exclude if cough associated with fever, rapid or difficult breathing, wheezing, or cyanosis (blueness of skin or mucus membranes).
Fifth Disease	Exclude if contagious. Usually safe to return to school once the rash appears.
Hepatitis A virus infection	Exclude until one week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department. (Note: Health department staff will investigate to ensure all who are exposed receive proper treatment)
Measles	Exclude until five days after the onset of rash
Mumps	Exclude until after five days after onset of parotid gland swelling
Pertussis (Whooping Cough)	Exclude until five days of appropriate antibiotic treatment.
Ringworm	Treatment with anti-fungal medication is required. Excluded if child has not been treated after notifying the family at the end of the prior school day. (Note: Exclusion is not necessary before the end of the school day)
Rubella	Exclude until 7 days after rash appears.

Medication Administration at School

Please make every effort to give your child medication at home. School staff may administer medication, prescription and non-prescription (over the counter), **only** upon receiving the HCS medication form completed and signed by a healthcare provider and the parent/legal guardian. Non-prescription medication should be in the original manufacturer's container and unopened.

Provisions are available for students to self-administer emergency and/or rescue medications. However, medications classified as narcotic, stimulant or controlled substance **may not** be self-administered or carried at school by any student at any grade level. Medications for ADHD/ADD that are classified as a controlled substance must be kept, stored, and given to your child only by school personnel trained by the school nurse. Self-administration of some over-the-counter medication may be allowed and must include parent/guardian permission with the proper physician signed forms. The parent/legal guardian is responsible for bringing the medication to school and for picking-up any remaining unused medication. Unclaimed medication will be properly disposed, according to the medication procedure.

Individual Health Plans (IHP) / Emergency Action Plan (EAP)

The Individual Health Plan (IHP) / Emergency Action Plan (EAP) is valid for one school year. These plans are available on the HCS webpage under the "Health Services" tab. Plans are available to address concerns such as asthma, diabetes, anaphylaxis, seizures,

sickle cell anemia, cardiac, etc. You can also contact your child's school nurse by email on this page. Parents/legal guardians are responsible for notifying school staff of changes in their child health status, condition or treatments.

Students with Special Health Care Needs / Skilled Procedures

Forms and health plans are also available for students with special health care needs requiring procedures, treatment, and/or medications to be administered at school. The parent/legal guardian is responsible for providing medications and/or supplies needed during the school day. These forms and plans are available on our district webpage under Health Services or from school staff. Parents/legal guardians are responsible for notifying school staff of changes in their child health status, condition or treatments.

Screening

Your child may participate in screenings in an effort to identify suspected barriers to learning. Screenings may include vision, dental, blood pressure, height/weight, nutritional and health status as deemed appropriate. Our audiologist, with the assistance of trained staff, conducts hearing screenings for students who are referred and routinely for all students in first grade. If your child is identified to need further evaluation by another medical professional, you will be notified by means of a written referral. Parents/legal guardians are responsible for responding to the referral by seeking care as appropriate from an appropriate health care provider. The school nurse will follow-up on all screening referrals. Please contact the school nurse or social worker if you need assistance in securing care for your child.

Student Health Advocacy / Resources

The school nurse is an advocate for your child's health, safety, and well-being in the academic setting. Please contact your child's school nurse for questions, assistance, and resources.

Parents may choose to enroll their student(s) in the Voluntary Student Accident Insurance Program. To purchase coverage directly online go to <https://www.kandkinsurance.com/sites/K12Voluntary/Pages/Home.aspx>

Student Health

Health History – All Students

Student Name:		Parent/Guardian	
Grade:	Bus _____	Home Phone _____	Cell Phone _____
Homeroom Teacher:		Contact: _____ Ph. No.: _____	
Health Insurance for Student: Medicaid HealthChoice Private Insurance No Health Insurance			
<i>Please check any/all boxes below regarding your child's health condition(s). This information will be shared with appropriate school staff to better care for your child during the school hours.</i>			
<input type="checkbox"/> Child does not have a current medical condition. <input type="checkbox"/> Child has suffered a head injury / concussion during the past year.			
Case check medical conditions(s) your child has NOW:	List all medications your child takes NOW:	Medication(s) to be given at school this year	
Allergic to: Wasp Beesting Mosquito		Corticosteroids antihistamine	
Allergic to: _____ Food		Corticosteroids antihistamine	
Allergic to Latex		Corticosteroids antihistamine	
Allergic to _____ Medicine			
Allergic to Seasonal / Environmental: Pollen dust cat dog smoke	Medications: Claritin Allegra Spray		
Respiratory condition:	Preventive _____ Rescue Inhaler Used: _____	Rescue inhaler needed for PE Preventive inhaler needed at school	
Diabetes	oral med. Insulin pump	glucometer insulin	
Condition, describe:			
Cell _____ Trait Only			
Seizures / Epilepsy Date of last seizure: _____	Medication: Midazolam Administration: _____	Oral	Medication: Midazolam

ach Problems IBS Crohn's Other: _____			
ng Problems		R L	Hearing Aid: R L FM System
Problems		es ly Impaired	Best Correction Blind: R L Contacts Color Blind
Medical Conditions:			
Special Diet Needs at School hool nurse for required Diet Order form (to be signed by healthcare provider) odifications: _____ _____ n for modifications: _____ _____ _____		Special Devices lchair ng Aid –describe: _____ _____ al lift device (bathroom assistance) : _____ _____	
		Skilled Procedures hool nurse for Skilled Procedure(s) Form (to be signed by Healthcare provider) eeding erization ___ Self ___ Staff ostomy Care ___ Suction Mach. y Colostomy please describe: _____ _____	
My child has a medical condition which substantially limits one or more bodily functions that may impact a major life function. I would like to pursue 504 eligibility accommodations for my child. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against any individual on the basis of a disability.			
t/Legal Guardian Signature:			Date: / /

Overhills High School Frequently Asked Policy Questions

Electronic Device Policy:

- Not allowed in classrooms under any circumstances; allowed in Commons areas, hallways, and cafeteria
- No audible music on campus or on a bus.
- Electronic devices used within classrooms may be confiscated by the teacher, to be returned at the end of the day. Should a student have the device confiscated a second time a parent may be required to come retrieve the item from school.
- Full policy can be found on page 21

Dress Code:

- All clothing must meet 3-inch rule. Skin and under layers more than 3 inches above the knee should always remain covered.
- Leggings, jeggings, yoga pants, or other skin tight pants can only be worn if other clothing covers to 3 inches above the knee. Long tops, skirts, etc. are acceptable to cover leggings if the top extends to the 3 inch rule.
- No Sagging. The outermost layer of pants or shorts should completely cover all under layers of clothes above the 3-inch rule. Wearing shorts or additional pants as an under layer does not permit students to sag. A general rule is to wear belt loops even with upper hip.
- Straps on shirts must be a minimum of 2 inches wide.
- No headgear of any kind should be worn in the building. This includes ladies' hair wraps and scarves as well as bandanas. Bandanas will be confiscated.
- This policy, and all policies, applies to males and females.
- Full policy can be found on pages 20-21.

Tobacco Policy:

- All schools in the state of NC are tobacco free campuses.
- No tobacco product should be consumed or in the possession of a student at any time, including extracurricular activities and athletics.
- This policy applies to cigarettes, cigars, smokeless tobacco, e-cigarettes, vapor cigarettes and any other substance in this family of products.
- Students in possession or using vaping devices and/or vaping paraphernalia will be suspended out of school. See page 24.
- Full policy can be found on page 36.

Attendance Policy:

- There is significant correlation between student attendance and academic success.
- Any student that accumulates more than 7 absences in a course is in danger of losing credit for the course due to attendance.
- The attendance waiver process will be thoroughly explained to students and posted on the school's website.
- Documentation will be required for all excused absences. Significant absences may require doctor's notes and or medical documentation to be excused.
- Any student whose total absences, excused or unexcused, exceed the limit of 7 will be expected to complete the attendance waiver process by attending after school make up sessions.
- Students with unexcused absences will not be allowed to make up missed work for credit.
- Full policy may be found on pages 12-16.

Athletic Eligibility:

- Students who participate in athletics must meet the following requirements.
- Maintain a current physical
- Have passed at least 3 classes in the previous semester
- Meet 85% attendance rule, no more than 13 absences in the previous semester.
- Athletes who are suspended out of school for a cumulative total of 5-10 days will be ineligible for play for the duration of the season during which the last suspension occurs; athletes suspended out of school for a cumulative total of greater than 10 days will be ineligible for play for the duration of the school year.
- Athletes who are ejected from a game will be suspended from 4 games; athletes who are ejected a second time from a game will be ineligible for play for the duration of the year.
- Full policy can be found on page 18.

Early Dismissal/Sign Out:

- Notes for early dismissal should be brought to the front office before school starts
- Students cannot be dismissed from school through phone calls. Parents should report to school to sign a child out.
- Students cannot sign themselves out of school, even if they are 18. We need permission from legal guardians to dismiss a student.
- Students leaving campus without permission will face suspension from school.
- When 45 minutes of class time has been missed due to signing out, an absence will be recorded.
- Full policy can be found on pages 13-14.

Digital Citizenship Policy

- Protect your password.
- Protect your private information.
- Protect your personal information.
- Be mindful when posting photographs.

- Protect your system and device.
- Cyberbullying is a punishable offense.
- Full policy can be found on page 25.

Parent Portal:

- The parent portal allows parents to view student grades, assignments, and attendance in real time. Parents are highly encouraged to sign up for the Parent Portal.
- To receive an access code complete the required forms, available from the school or on our website, return the form to Guidance and present picture ID.